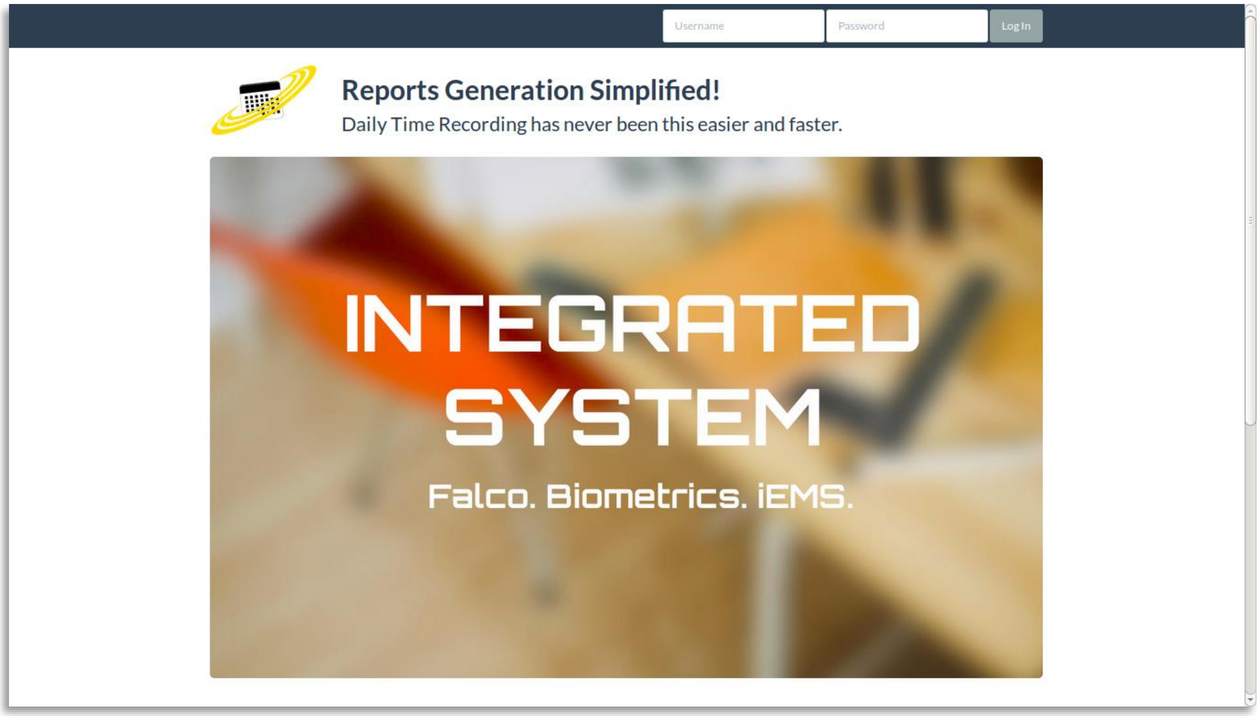
I. General Information

A. System Overview

The FBI Integrated System is an automated system that aims to efficiently perform the Daily Time Recording (DTR) of the company's employees.



The FBI Integrated System combines the functions of the three systems currently used in the company, namely **Falco-Ecom Access Control System** (Falco), **MustardSeed Time and Attendance Management System** (Biometrics) and the **iRipple Employee Management System** (iEMS). These functions are crucial in preparing for the employees' Daily Time Recording and determining their payroll.

The input files for the system are the downloaded or exported files from the three systems mentioned above. The **Falco TXT** file from the Falco-Ecom Access Control System, the **Biometrics CSV** file shall come from the MustardSeed Time and Management System, and the **iEMS CSV** file from the iRipple Employee Management System (iEMS).

B. Organization of the Manual

To better understand the system, this manual is divided into three parts: input files, system access, and system use. These parts will show how the user can easily work on the generation of reports needed by the company's Human Resources (HR) and Accounting department.

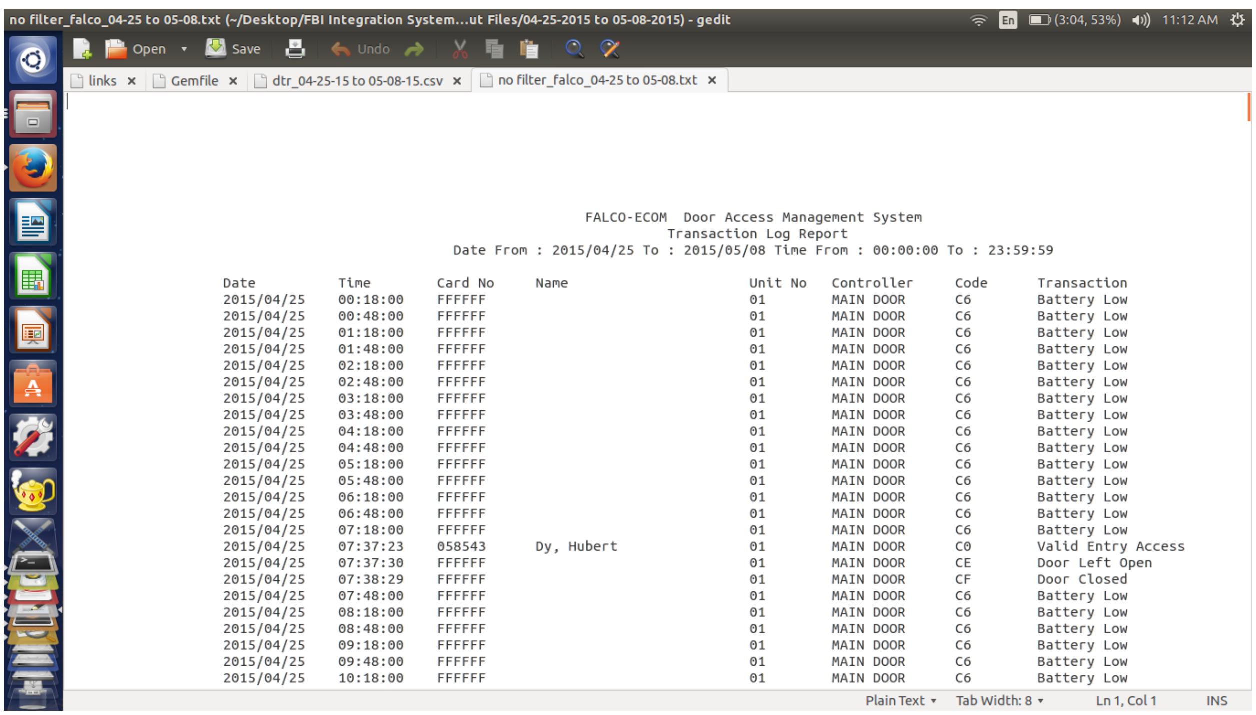
The Input Files section specifies and describes the data and information needed by the FBI Integration system and what files will be processed to produce the expected reports. The System Access section shows how the users, specifically the system admins, can access the system. The System Use section details and describes the different scenarios that the users or admins may encounter when generating the needed reports.

II. Input Files

As previously mentioned, there will be three input files that will be prepared for the FBI Integration: the Falco TXT, Biometrics CSV, and iEMS CSV.

The Falco TXT file from the Falco-Ecom Access Control System will contain all records of each employee's time in and time out per day for the current cut off period. The system is installed in the company's 22nd floor office and most of the time, employees assigned to work there use it for time in and time out.

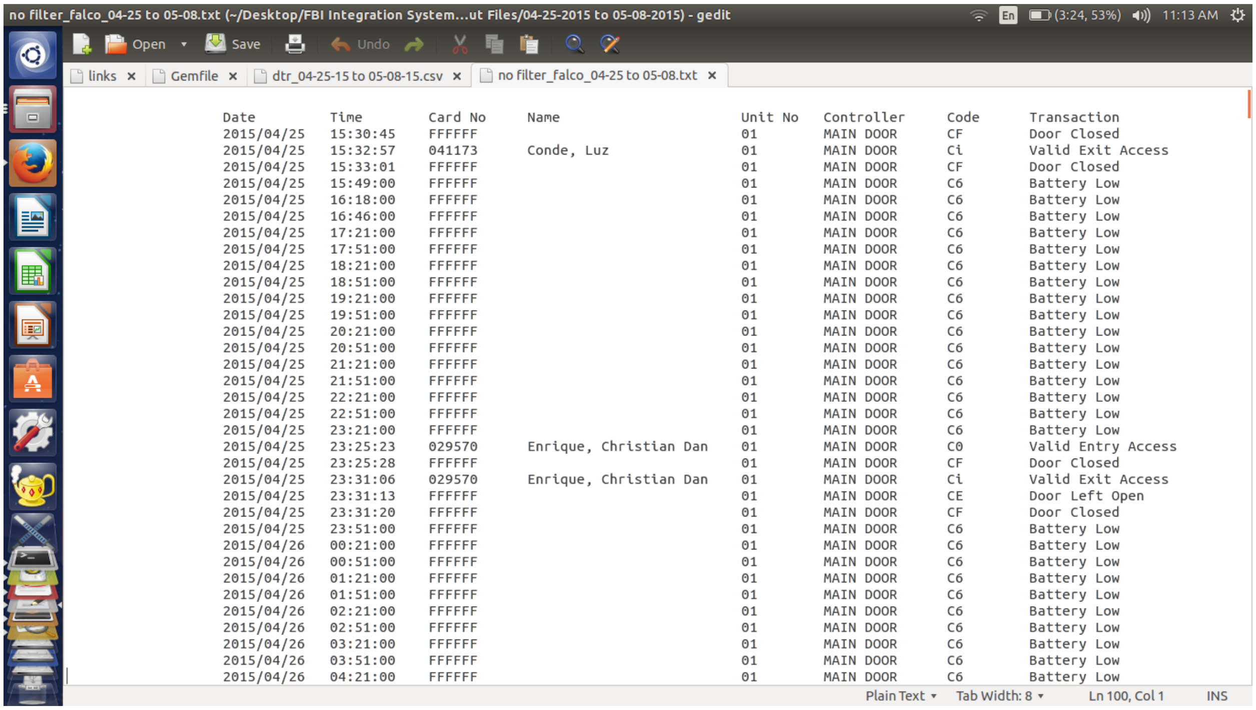
Specifically, it contains the following information: Date, Time, Card No., Employee Name, Unit No., Controller, Code, and Transaction. The Falco TXT file is a no filter file, meaning it is a collection of the attendance records of all the employees (Image 1 and 2). In contrast, a Falco filter file contains the attendance records of specific employees per day for the cut off period (Image 3).



FALCO-ECOM Door Access Management System
Transaction Log Report
Date From : 2015/04/25 To : 2015/05/08 Time From : 00:00:00 To : 23:59:59

Date	Time	Card No	Name	Unit No	Controller	Code	Transaction
2015/04/25	00:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	00:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	01:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	01:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	02:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	02:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	03:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	03:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	04:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	04:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	05:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	05:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	06:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	06:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	07:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	07:37:23	058543	Dy, Hubert	01	MAIN DOOR	C0	Valid Entry Access
2015/04/25	07:37:30	FFFFFF		01	MAIN DOOR	CE	Door Left Open
2015/04/25	07:38:29	FFFFFF		01	MAIN DOOR	CF	Door Closed
2015/04/25	07:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	08:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	08:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	09:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	09:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	10:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low

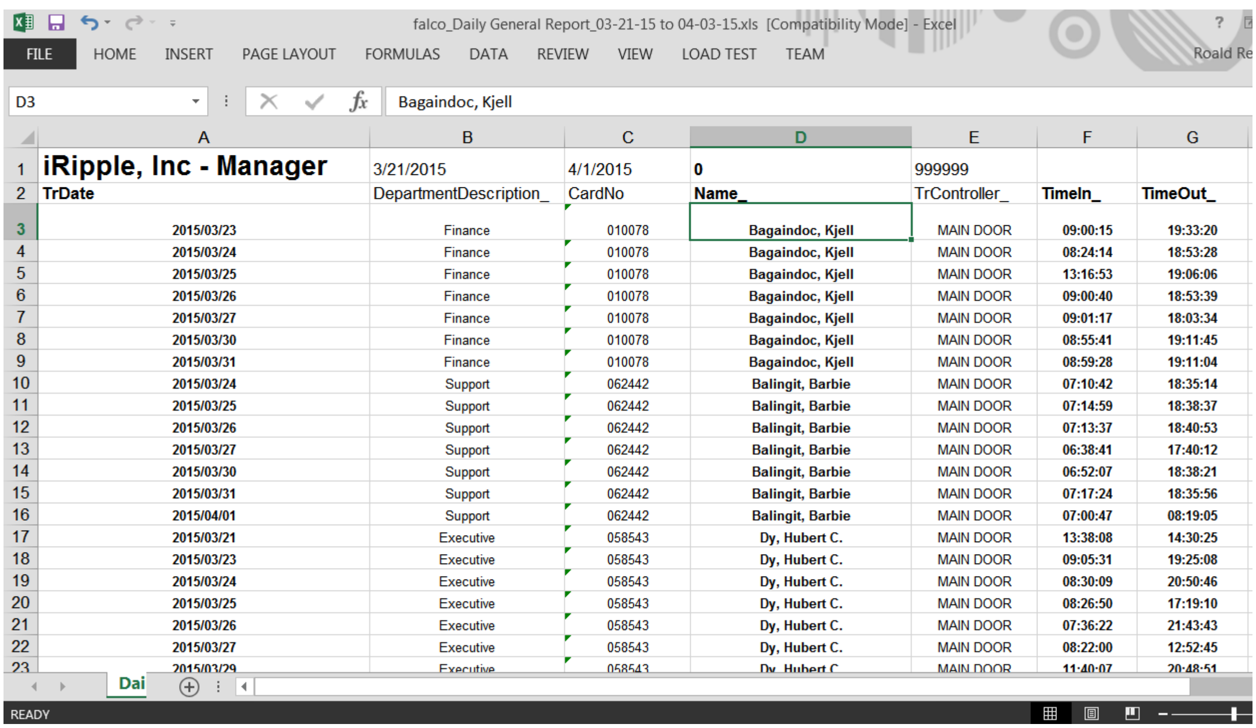
Image 1. Falco no filter file



no filter_falco_04-25 to 05-08.txt (~/Desktop/FBI Integration System...ut Files/04-25-2015 to 05-08-2015) - gedit

Date	Time	Card No	Name	Unit No	Controller	Code	Transaction
2015/04/25	15:30:45	FFFFFF		01	MAIN DOOR	CF	Door Closed
2015/04/25	15:32:57	041173	Conde, Luz	01	MAIN DOOR	Ci	Valid Exit Access
2015/04/25	15:33:01	FFFFFF		01	MAIN DOOR	CF	Door Closed
2015/04/25	15:49:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	16:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	16:46:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	17:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	17:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	18:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	18:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	19:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	19:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	20:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	20:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	21:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	21:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	22:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	22:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	23:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	23:25:23	029570	Enrique, Christian Dan	01	MAIN DOOR	C0	Valid Entry Access
2015/04/25	23:25:28	FFFFFF		01	MAIN DOOR	CF	Door Closed
2015/04/25	23:31:06	029570	Enrique, Christian Dan	01	MAIN DOOR	Ci	Valid Exit Access
2015/04/25	23:31:13	FFFFFF		01	MAIN DOOR	CE	Door Left Open
2015/04/25	23:31:20	FFFFFF		01	MAIN DOOR	CF	Door Closed
2015/04/25	23:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	00:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	00:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	01:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	01:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	02:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	02:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	03:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	03:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	04:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low

Image 2. Falco no filter file



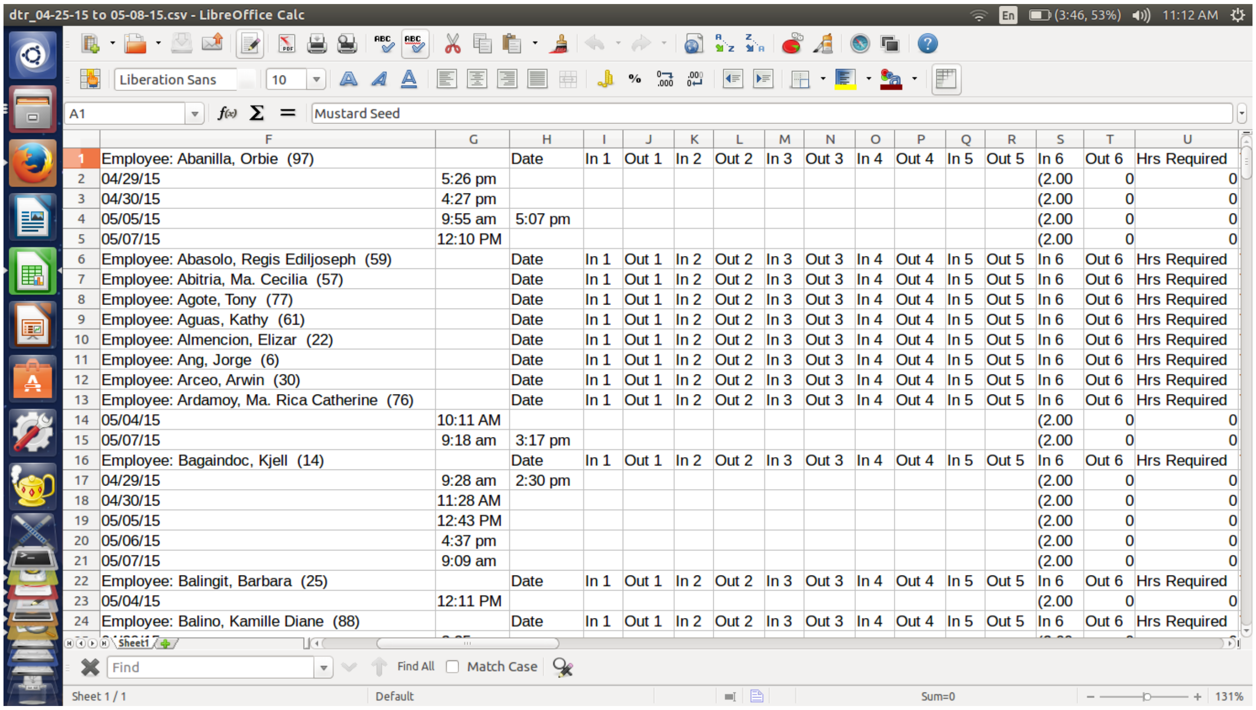
falco_Daily General Report_03-21-15 to 04-03-15.xls [Compatibility Mode] - Excel

	A	B	C	D	E	F	G
1	iRipple, Inc - Manager	3/21/2015	4/1/2015	0	999999		
2	TrDate	DepartmentDescription_	CardNo	Name_	TrController_	TimeIn_	TimeOut_
3	2015/03/23	Finance	010078	Bagaindoc, Kjell	MAIN DOOR	09:00:15	19:33:20
4	2015/03/24	Finance	010078	Bagaindoc, Kjell	MAIN DOOR	08:24:14	18:53:28
5	2015/03/25	Finance	010078	Bagaindoc, Kjell	MAIN DOOR	13:16:53	19:06:06
6	2015/03/26	Finance	010078	Bagaindoc, Kjell	MAIN DOOR	09:00:40	18:53:39
7	2015/03/27	Finance	010078	Bagaindoc, Kjell	MAIN DOOR	09:01:17	18:03:34
8	2015/03/30	Finance	010078	Bagaindoc, Kjell	MAIN DOOR	08:55:41	19:11:45
9	2015/03/31	Finance	010078	Bagaindoc, Kjell	MAIN DOOR	08:59:28	19:11:04
10	2015/03/24	Support	062442	Balingit, Barbie	MAIN DOOR	07:10:42	18:35:14
11	2015/03/25	Support	062442	Balingit, Barbie	MAIN DOOR	07:14:59	18:38:37
12	2015/03/26	Support	062442	Balingit, Barbie	MAIN DOOR	07:13:37	18:40:53
13	2015/03/27	Support	062442	Balingit, Barbie	MAIN DOOR	06:38:41	17:40:12
14	2015/03/30	Support	062442	Balingit, Barbie	MAIN DOOR	06:52:07	18:38:21
15	2015/03/31	Support	062442	Balingit, Barbie	MAIN DOOR	07:17:24	18:35:56
16	2015/04/01	Support	062442	Balingit, Barbie	MAIN DOOR	07:00:47	08:19:05
17	2015/03/21	Executive	058543	Dy, Hubert C.	MAIN DOOR	13:38:08	14:30:25
18	2015/03/23	Executive	058543	Dy, Hubert C.	MAIN DOOR	09:05:31	19:25:08
19	2015/03/24	Executive	058543	Dy, Hubert C.	MAIN DOOR	08:30:09	20:50:46
20	2015/03/25	Executive	058543	Dy, Hubert C.	MAIN DOOR	08:26:50	17:19:10
21	2015/03/26	Executive	058543	Dy, Hubert C.	MAIN DOOR	07:36:22	21:43:43
22	2015/03/27	Executive	058543	Dy, Hubert C.	MAIN DOOR	08:22:00	12:52:45
23	2015/03/29	Executive	058543	Dy, Hubert C.	MAIN DOOR	11:40:07	20:48:51

Image 3. Falco filter file

On the other hand, employees assigned to work in the company's 23rd floor office use the MustardSeed Time and Attendance Management System for time in and time out. The system prepares the Biometrics CSV file which is downloaded for DTR.

The Biometrics CSV contains the following information: Employee Name, Date, Time In and Time Out (Image 4).


dtr_04-25-15 to 05-08-15.csv - LibreOffice Calc

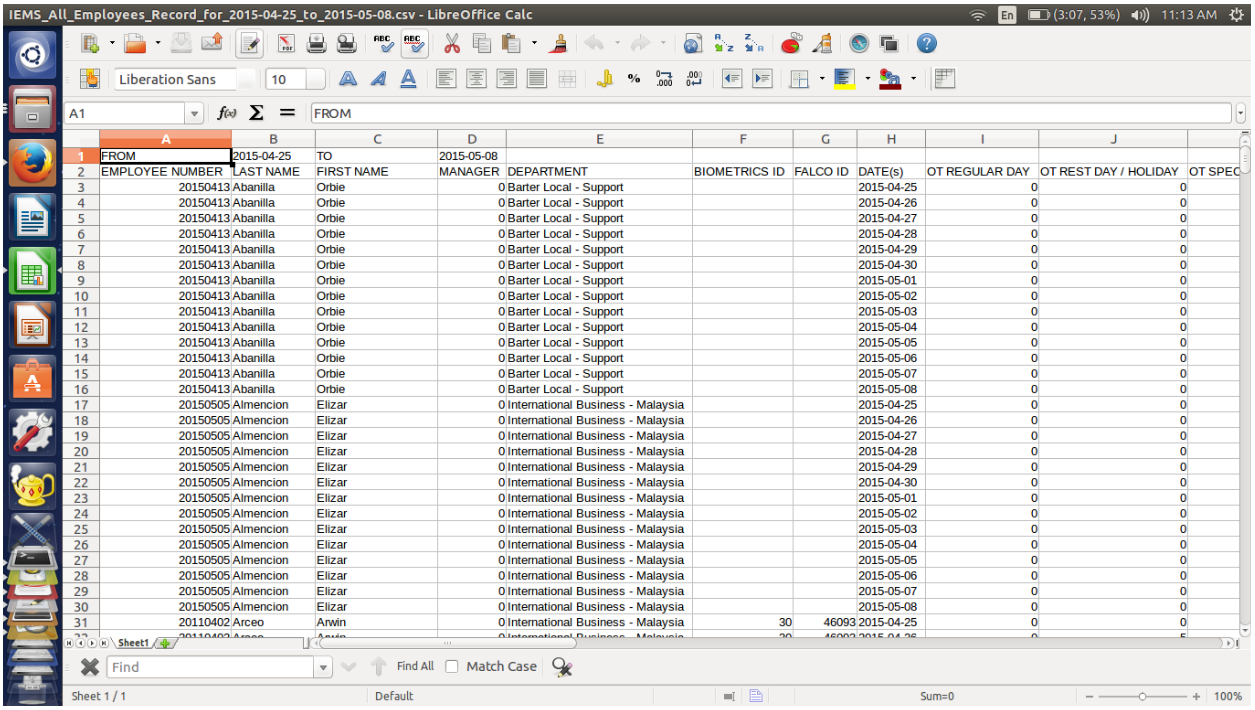
	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Employee: Abanilla, Orbie (97)		Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required
2	04/29/15	5:26 pm												(2.00	0	0
3	04/30/15	4:27 pm												(2.00	0	0
4	05/05/15	9:55 am	5:07 pm											(2.00	0	0
5	05/07/15	12:10 PM												(2.00	0	0
6	Employee: Abasolo, Regis Ediljoseph (59)		Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required
7	Employee: Abitria, Ma. Cecilia (57)		Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required
8	Employee: Agote, Tony (77)		Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required
9	Employee: Aguas, Kathy (61)		Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required
10	Employee: Almencion, Elizar (22)		Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required
11	Employee: Ang, Jorge (6)		Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required
12	Employee: Arceo, Arwin (30)		Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required
13	Employee: Ardamoy, Ma. Rica Catherine (76)		Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required
14	05/04/15	10:11 AM												(2.00	0	0
15	05/07/15	9:18 am	3:17 pm											(2.00	0	0
16	Employee: Bagaindoc, Kjell (14)		Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required
17	04/29/15	9:28 am	2:30 pm											(2.00	0	0
18	04/30/15	11:28 AM												(2.00	0	0
19	05/05/15	12:43 PM												(2.00	0	0
20	05/06/15	4:37 pm												(2.00	0	0
21	05/07/15	9:09 am												(2.00	0	0
22	Employee: Balingit, Barbara (25)		Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required
23	05/04/15	12:11 PM												(2.00	0	0
24	Employee: Balino, Kamille Diane (88)		Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required

Image 4. Biometrics CSV file

To get the employees' request records and find out why and where they were, in case they were not able to time in and out of the two systems, the iEMS CSV file should be downloaded for attendance checking.

The iEMS CSV file shall come from the iRipple Employee Management System (iEMS). It will be downloaded from the iEMS and used as input file for the generation of reports in the FBI Integrated System.

The iEMS CSV file contains the following information: Employee Number, Last Name, First Name, Manager, Department, Biometrics ID, Falco ID, Date/s, OT Regular Days, OT Rest Day/Holiday, OT Special Holiday on Rest Day, OT Regular Holiday on Rest Day, Undertime, Vacation Leave, VL Balance, Sick Leave, SL Balance, OB Departure, OB Time Start, OB Time End, OB Arrival, Offset, Holiday, and Remarks(s) (Image 5).



	A	B	C	D	E	F	G	H	I	J	
1	FROM	2015-04-25	TO	2015-05-08							
2	EMPLOYEE NUMBER	LAST NAME	FIRST NAME	MANAGER	DEPARTMENT	BIOMETRICS ID	FALCO ID	DATE(s)	OT REGULAR DAY	OT REST DAY / HOLIDAY	OT SPEC
3	20150413	Abanilla	Orbie	0	Barter Local - Support			2015-04-25	0	0	
4	20150413	Abanilla	Orbie	0	Barter Local - Support			2015-04-26	0	0	
5	20150413	Abanilla	Orbie	0	Barter Local - Support			2015-04-27	0	0	
6	20150413	Abanilla	Orbie	0	Barter Local - Support			2015-04-28	0	0	
7	20150413	Abanilla	Orbie	0	Barter Local - Support			2015-04-29	0	0	
8	20150413	Abanilla	Orbie	0	Barter Local - Support			2015-04-30	0	0	
9	20150413	Abanilla	Orbie	0	Barter Local - Support			2015-05-01	0	0	
10	20150413	Abanilla	Orbie	0	Barter Local - Support			2015-05-02	0	0	
11	20150413	Abanilla	Orbie	0	Barter Local - Support			2015-05-03	0	0	
12	20150413	Abanilla	Orbie	0	Barter Local - Support			2015-05-04	0	0	
13	20150413	Abanilla	Orbie	0	Barter Local - Support			2015-05-05	0	0	
14	20150413	Abanilla	Orbie	0	Barter Local - Support			2015-05-06	0	0	
15	20150413	Abanilla	Orbie	0	Barter Local - Support			2015-05-07	0	0	
16	20150413	Abanilla	Orbie	0	Barter Local - Support			2015-05-08	0	0	
17	20150505	Almencion	Elizar	0	International Business - Malaysia			2015-04-25	0	0	
18	20150505	Almencion	Elizar	0	International Business - Malaysia			2015-04-26	0	0	
19	20150505	Almencion	Elizar	0	International Business - Malaysia			2015-04-27	0	0	
20	20150505	Almencion	Elizar	0	International Business - Malaysia			2015-04-28	0	0	
21	20150505	Almencion	Elizar	0	International Business - Malaysia			2015-04-29	0	0	
22	20150505	Almencion	Elizar	0	International Business - Malaysia			2015-04-30	0	0	
23	20150505	Almencion	Elizar	0	International Business - Malaysia			2015-05-01	0	0	
24	20150505	Almencion	Elizar	0	International Business - Malaysia			2015-05-02	0	0	
25	20150505	Almencion	Elizar	0	International Business - Malaysia			2015-05-03	0	0	
26	20150505	Almencion	Elizar	0	International Business - Malaysia			2015-05-04	0	0	
27	20150505	Almencion	Elizar	0	International Business - Malaysia			2015-05-05	0	0	
28	20150505	Almencion	Elizar	0	International Business - Malaysia			2015-05-06	0	0	
29	20150505	Almencion	Elizar	0	International Business - Malaysia			2015-05-07	0	0	
30	20150505	Almencion	Elizar	0	International Business - Malaysia			2015-05-08	0	0	
31	20110402	Arceo	Arwin	0	International Business - Malaysia	30	46093	2015-04-25	0	0	

Image 5. iEMS CSV file

To generate correct data for the system output, it is expected that all three input files shall have the same date range for the cut off period (e.g. April 25 – May 8, 2015 cut off). Two files will be produced after all input files are processed in the FBI Integrated System. These are the **DTR Summary Sheet** in .xls format, a summary of all the employees' requests and attendance records, and the **Employees folder** which contains each employee's attendance records for the current cut off.

III. System Access

A default admin or a created user can access the system using his username and password. Only he can add new admins and users of the integrated system.

The admin may sign in using the text fields for **Username** and **Password.** The admin inputs his username and password and clicks "Log In" button (Image 6). If the log in is successful, the admin is redirected to the **Admin Home** page and the system displays the ***User Manual*** that may be downloaded in .pdf format (Image 7).

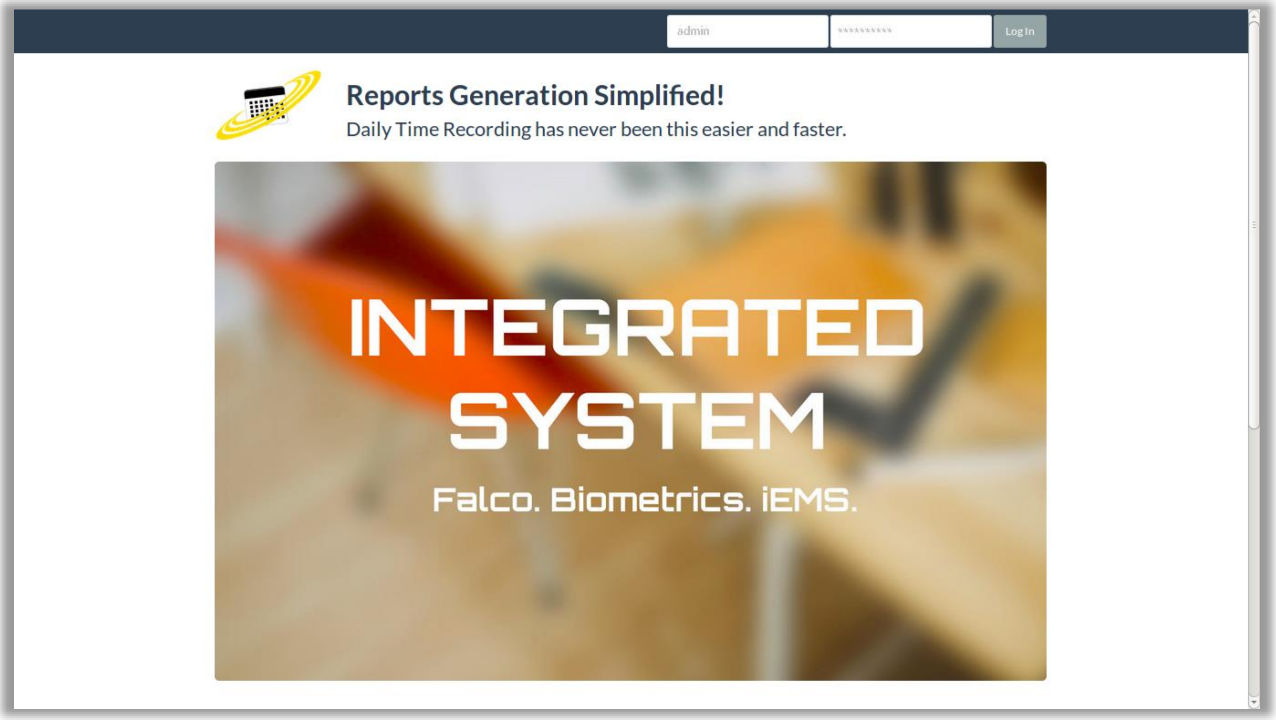


Image 6. Admin Log In page

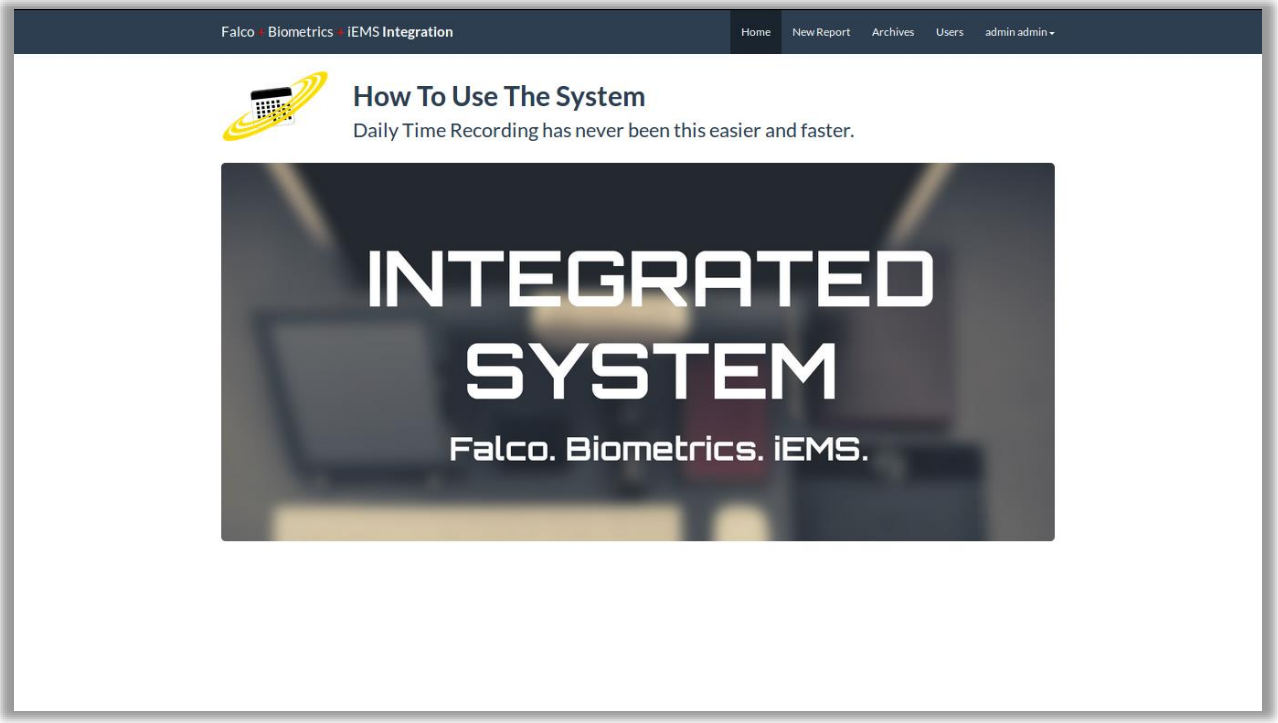


Image 7. Admin Home page

On the other hand, the user may sign in using the text fields for **Username** and **Password.** The user inputs his username and password and clicks "Log In" button (Image 8). If the log in is successful, the user is redirected to the **Home** page and the system displays the ***User Manual*** that may be downloaded in .pdf format (Image 9).

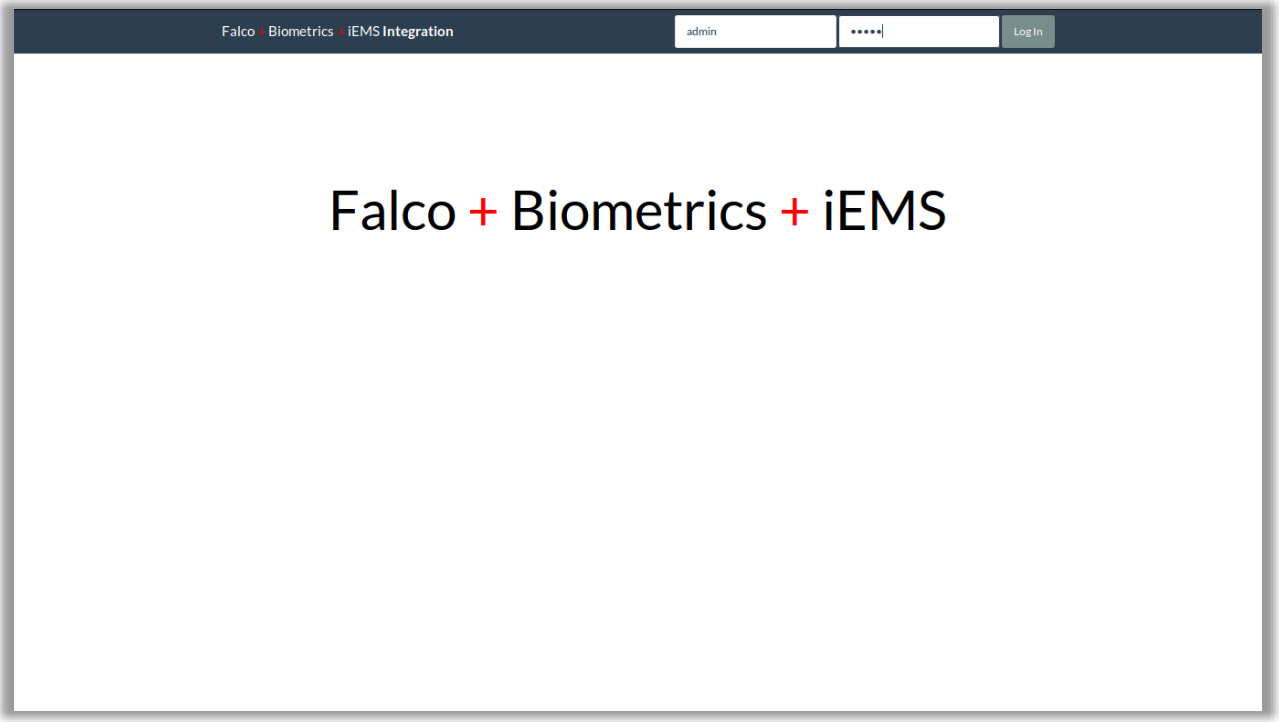


Image 8. User Log In page

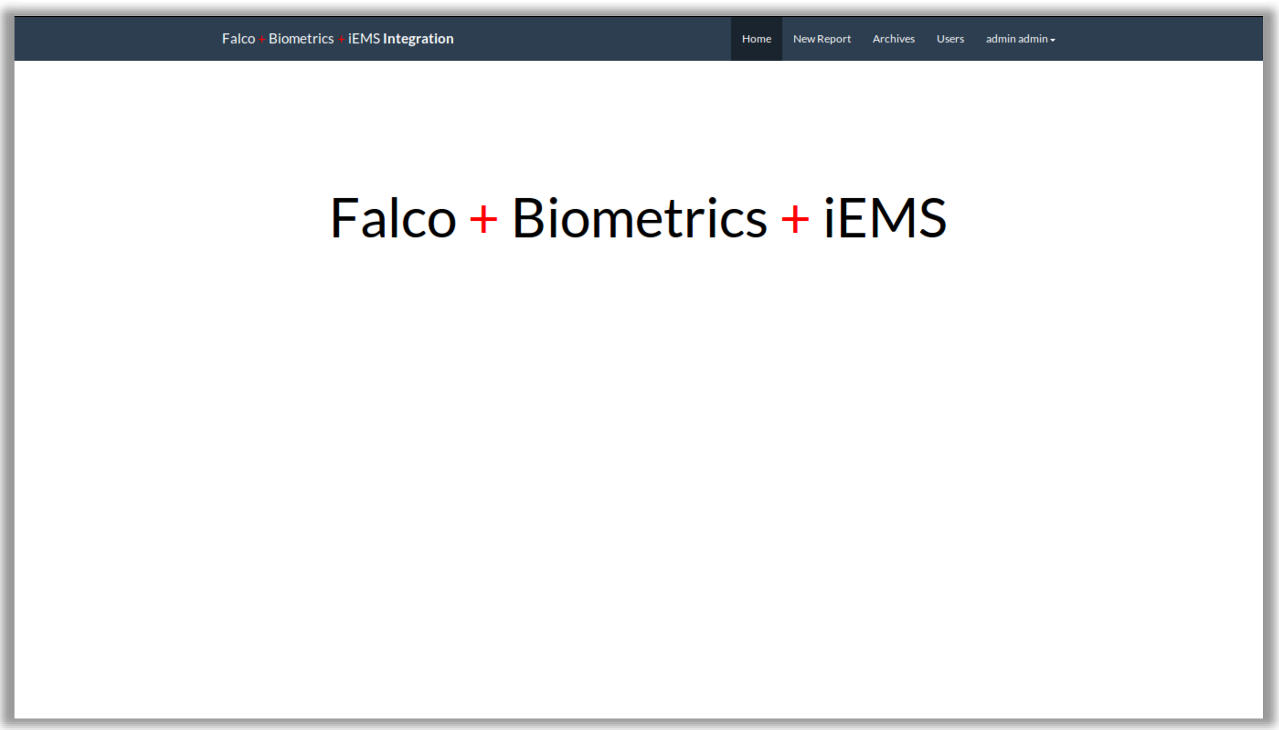


Image 9. User Home page

If the admin or user inputs an incorrect username and/or password for log in, an error message is displayed by the system, "**Invalid Username or Password.**" and prompts the user to log in correct username and password (Image 10).

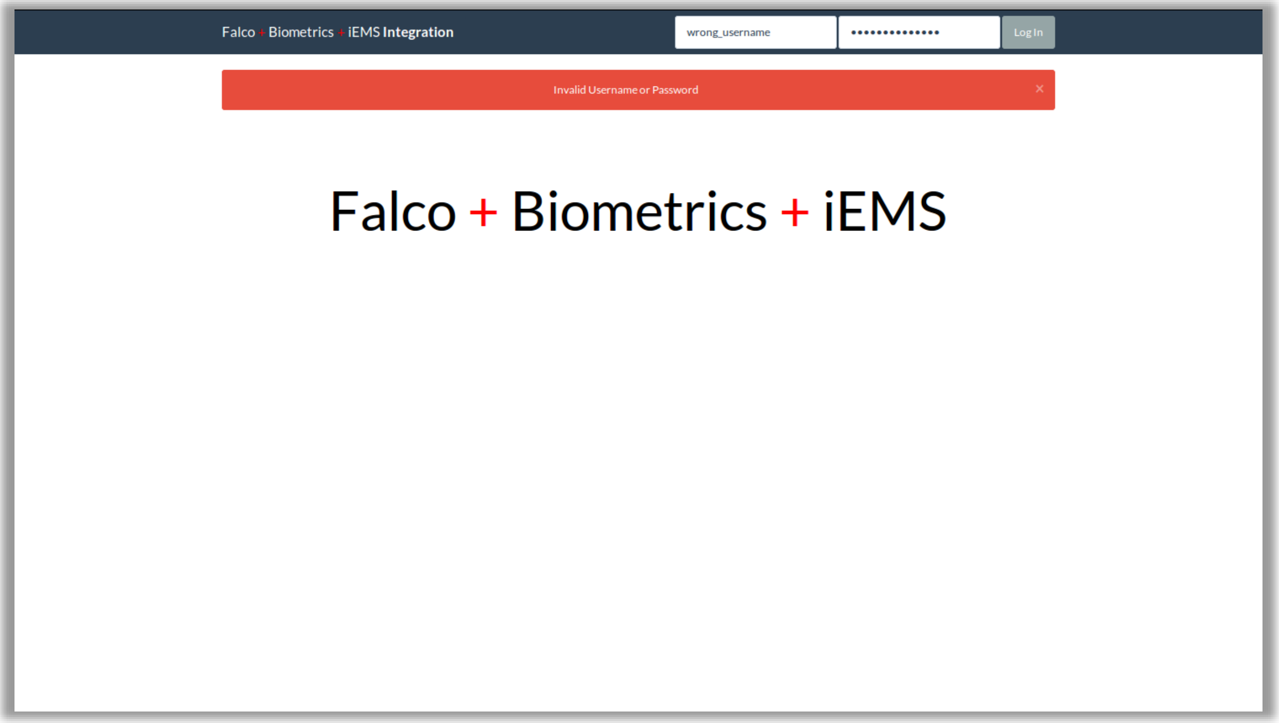


Image 10. Log In Error message

IV. System Use

A. Home

Once the admin or user successfully logs in the system, he is redirected to the **Home** page. The Home page displays the User Manual which includes the step by step instructions on how to use the FBI Integrated System (Image 11).

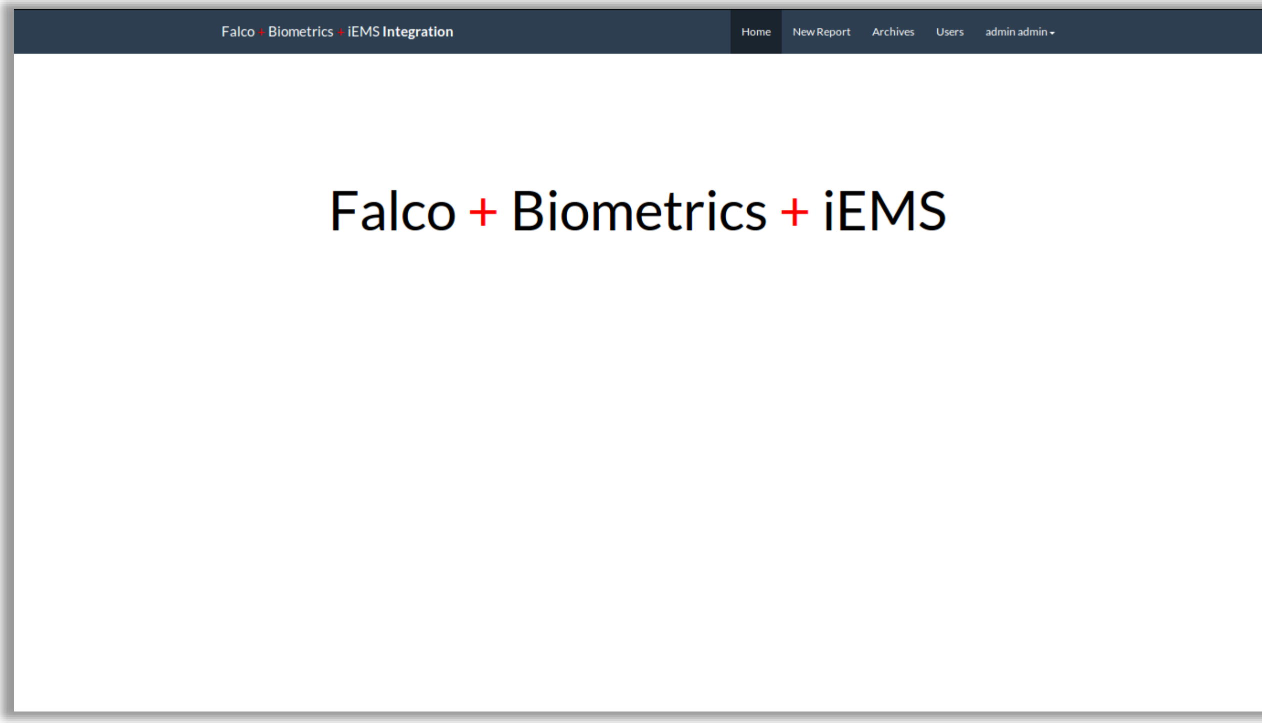


Image 11. Home Page with User Manual

B. New Report

To generate reports in the FBI Integrated System, the admin or user needs to click on the **New Report** tab in the navigation bar. He will then be redirected to the **New Report** page where he is asked to upload the required input files. The three steps are also displayed to guide him while uploading (Image 12).

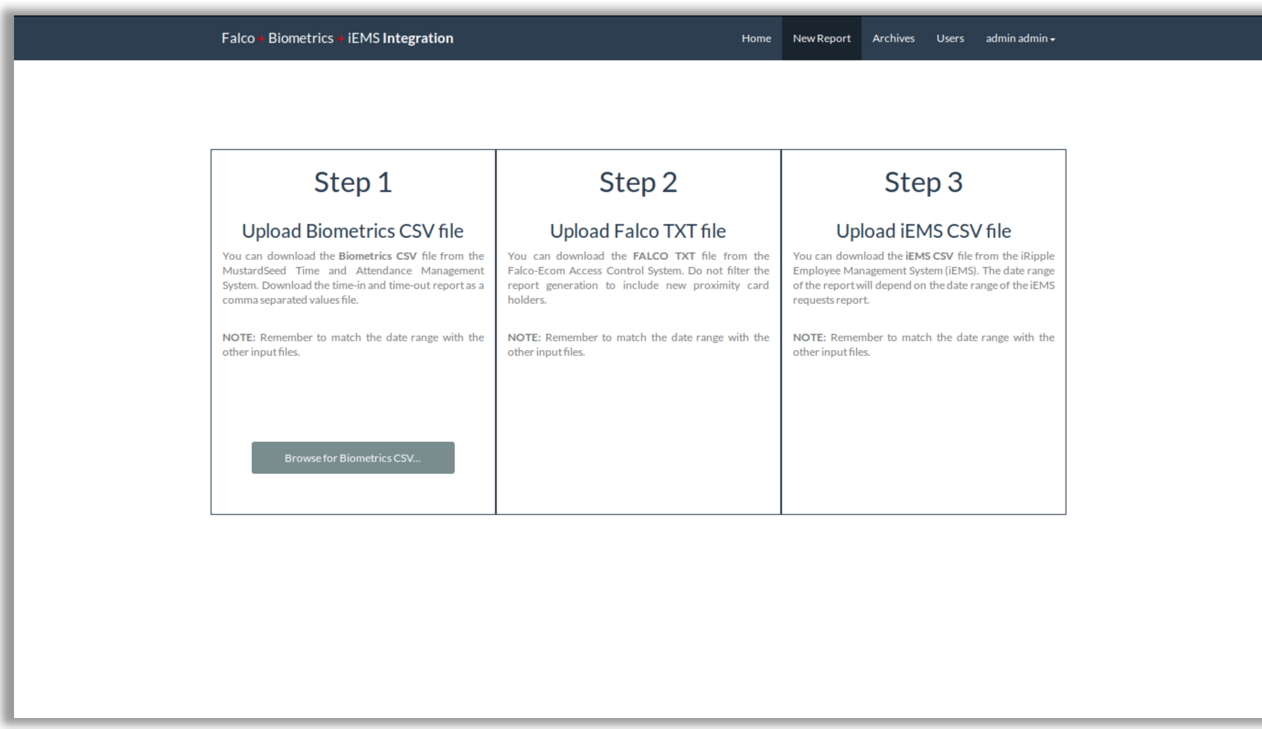


Image 12. New Report page and Browse for Biometrics CSV

To begin the reports generation, admin or user needs to follow the step by step process of uploading the input files. He begins by uploading the Biometrics CSV file which contains the attendance records of employees in the 23rd floor office. He then should click the "Browse for Biometrics CSV" button and a new window opens and asks user to choose the Biometrics CSV file to be uploaded (Image 13).

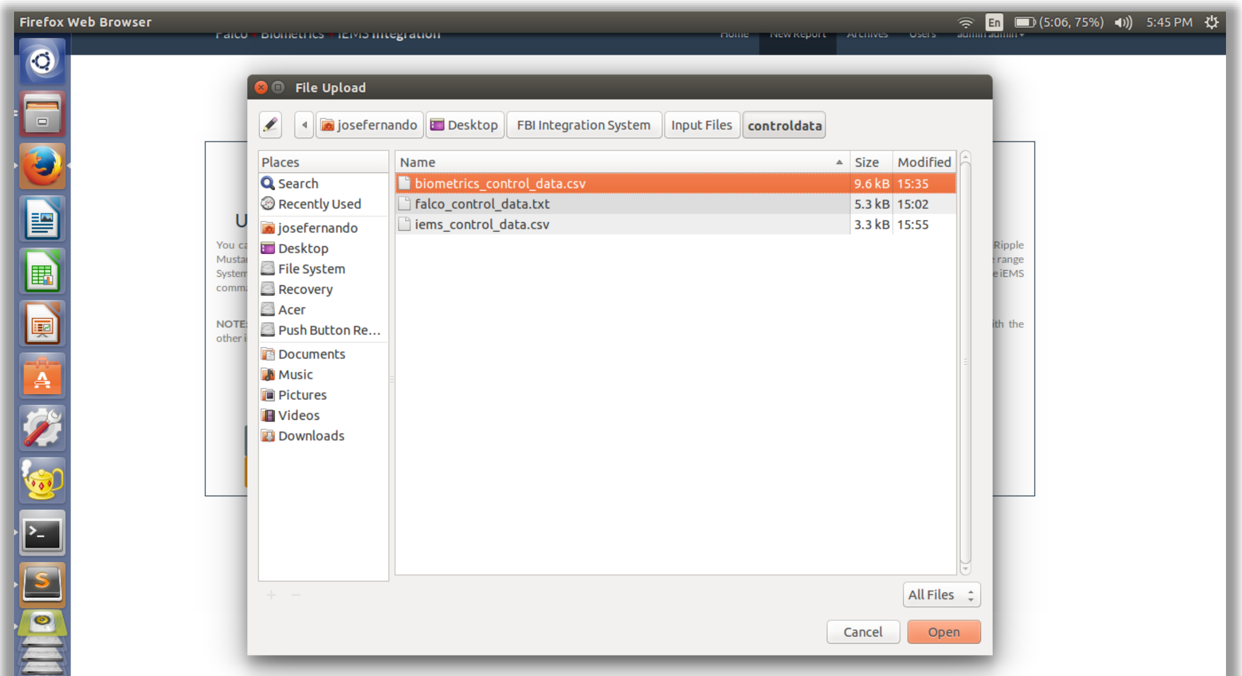


Image 13. Biometrics CSV file upload

The "Upload" button then appears below the "Browse for Biometrics CSV" button and prompts admin or user to upload the file by clicking it (Image 14).

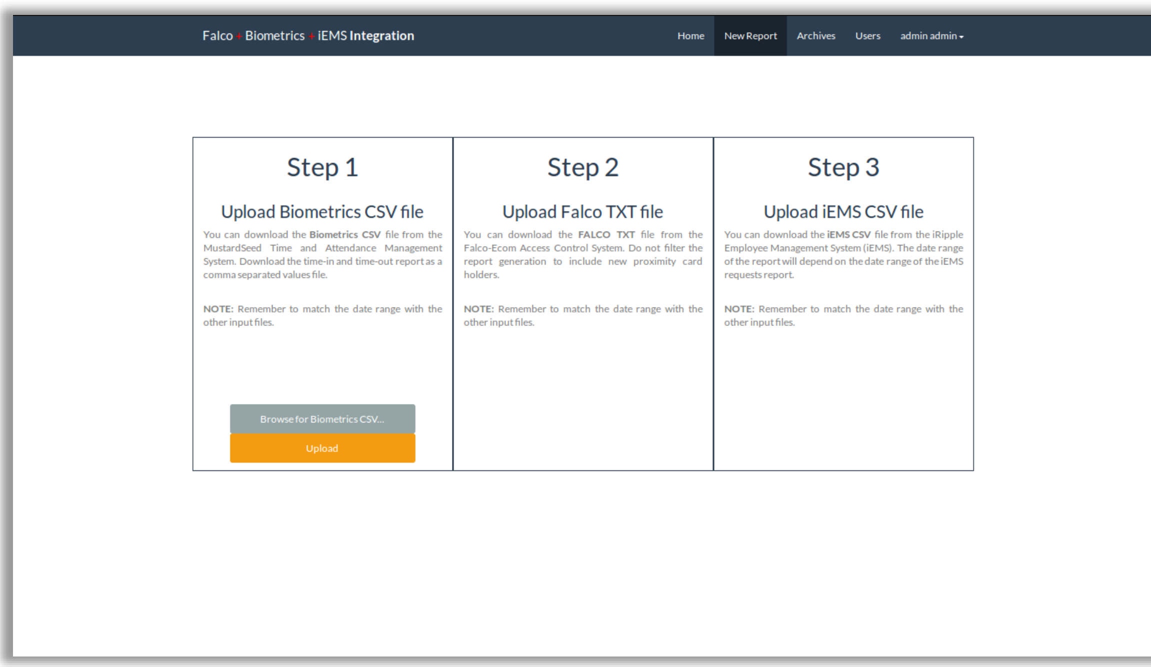


Image 14. Upload Biometrics CSV

After clicking “Upload” button, a “Biometrics CSV has been uploaded” message appears and Step 1 is completed. “Browse for Falco TXT” button then appears in Step 2 (Image 15).

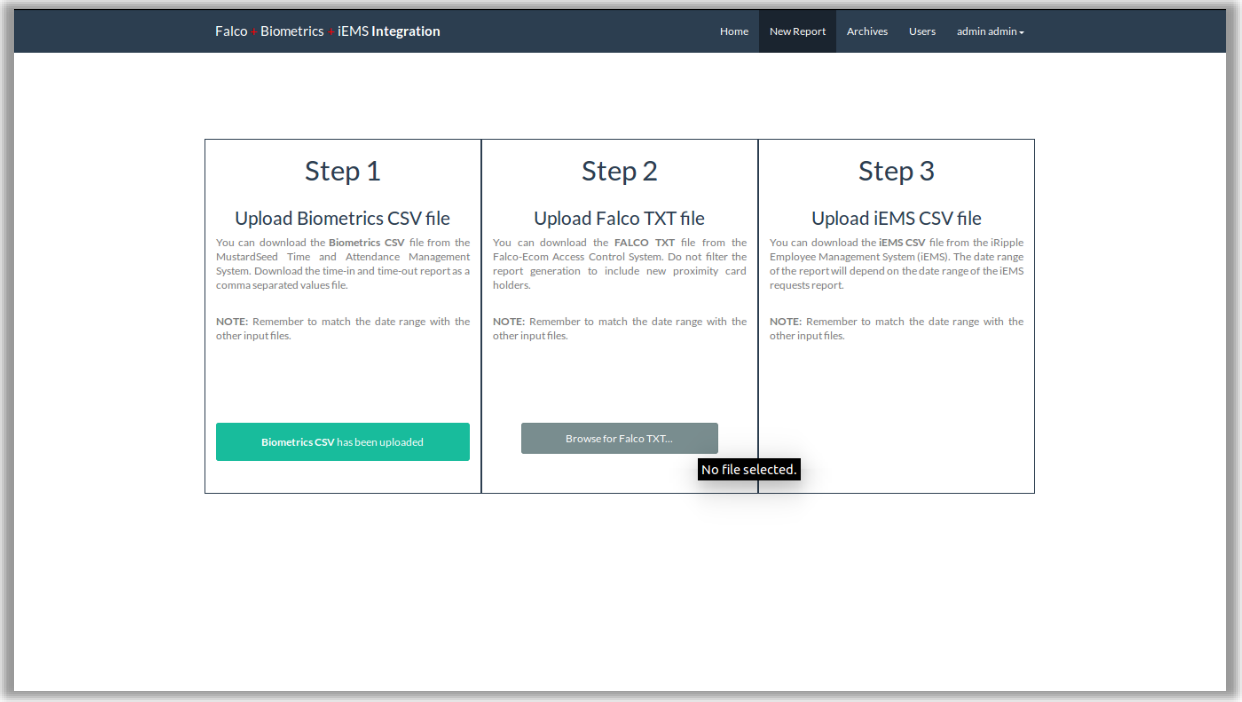


Image 15. Browse for Falco TXT

The admin or user then clicks the “Browse for Falco TXT” button and selects a Falco TXT file to be uploaded. This file contains the attendance records of employees in the 22nd floor office. A new window opens and asks user to choose the Falco TXT file to be uploaded (Image 16).

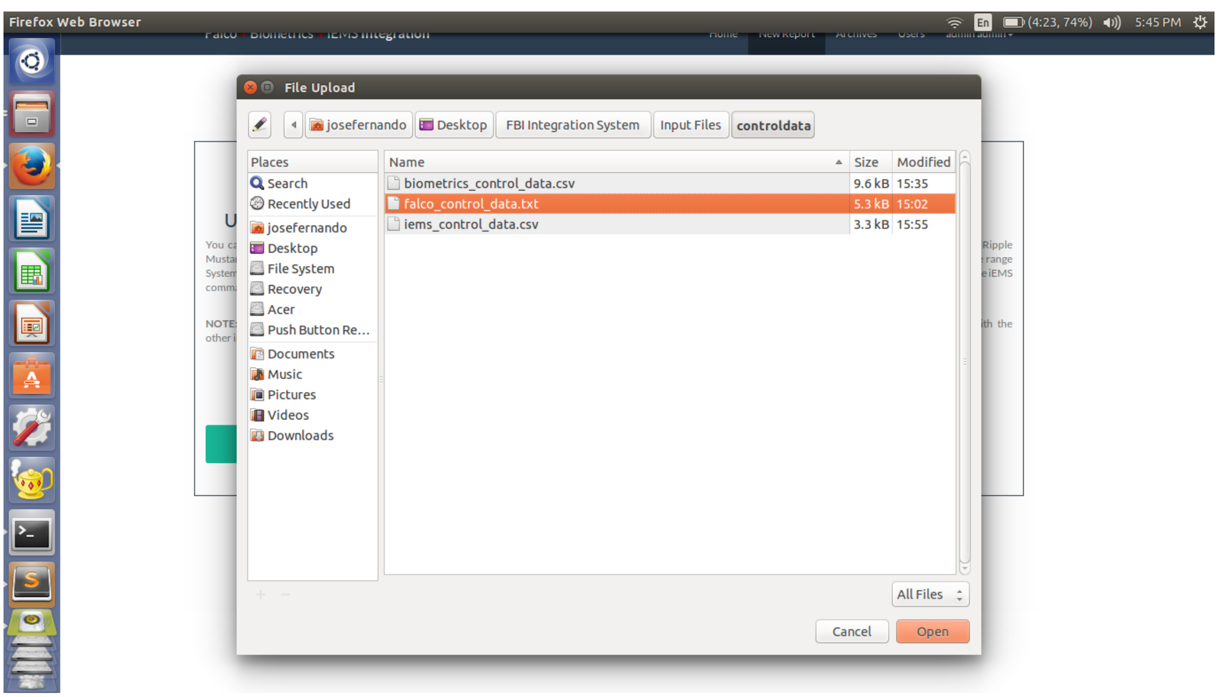


Image 16. Falco TXT file upload

The “Upload” button then appears below the “Browse for Falco TXT” button and prompts admin or user to upload the file by clicking it (Image 17).

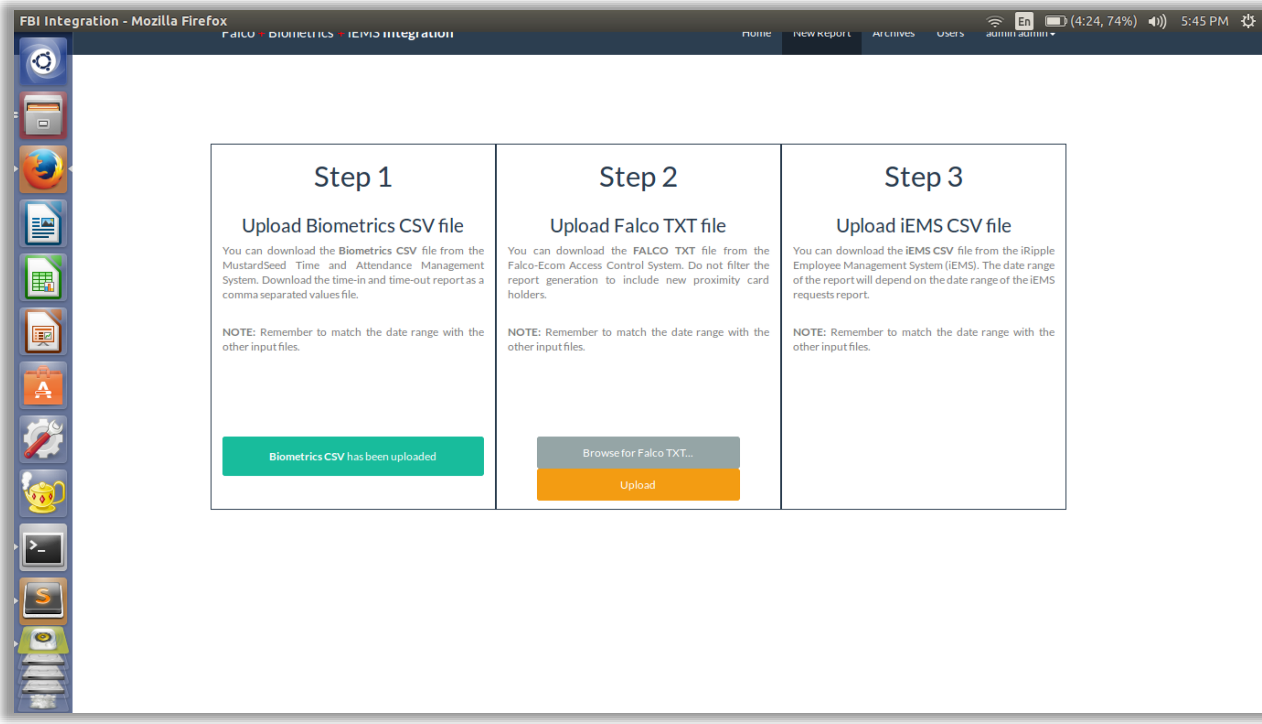


Image 17. Upload Falco TXT

After clicking “Upload” button, a “Falco TXT has been uploaded” message appears and Step 2 is completed. “Browse for iEMS CSV” button then appears in Step 3 (Image 18).

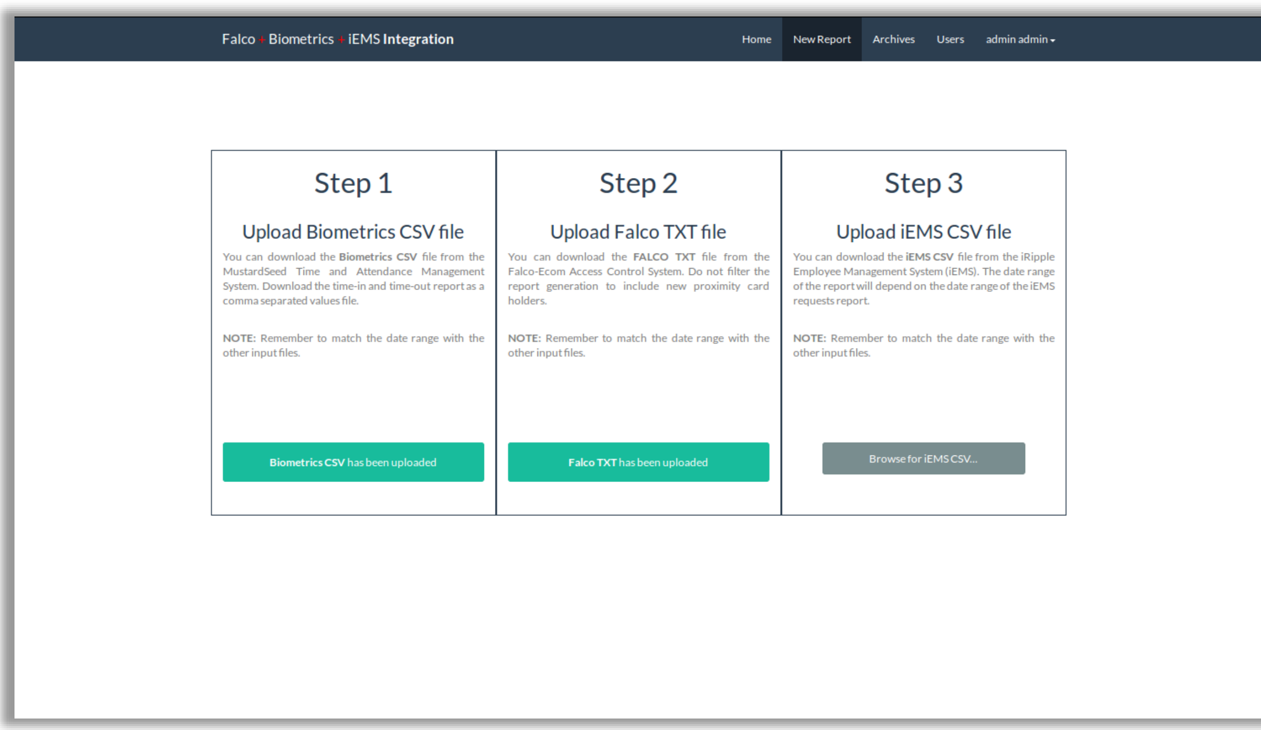


Image 18. Browse for iEMS CSV

The admin or user then clicks the "Browse for iEMS" button and selects an iEMS CSV file to be uploaded. This file contains the all employee requests such as undertime, overtime, offset, leaves, and official business. A new window opens and asks user to choose the iEMS CSV file to be uploaded (Image 19).

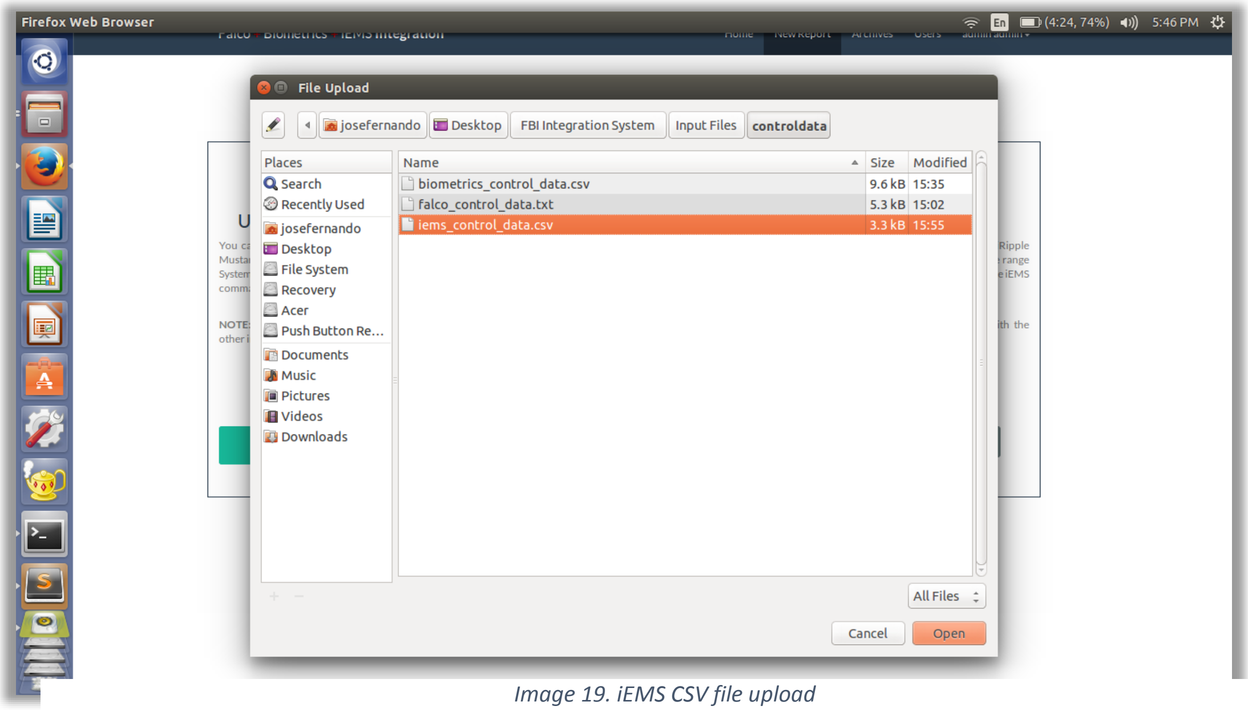


Image 19. iEMS CSV file upload

The "Upload" button then appears below the "Browse for iEMS CSV" button and prompts admin or user to upload the file by clicking it (Image 20).

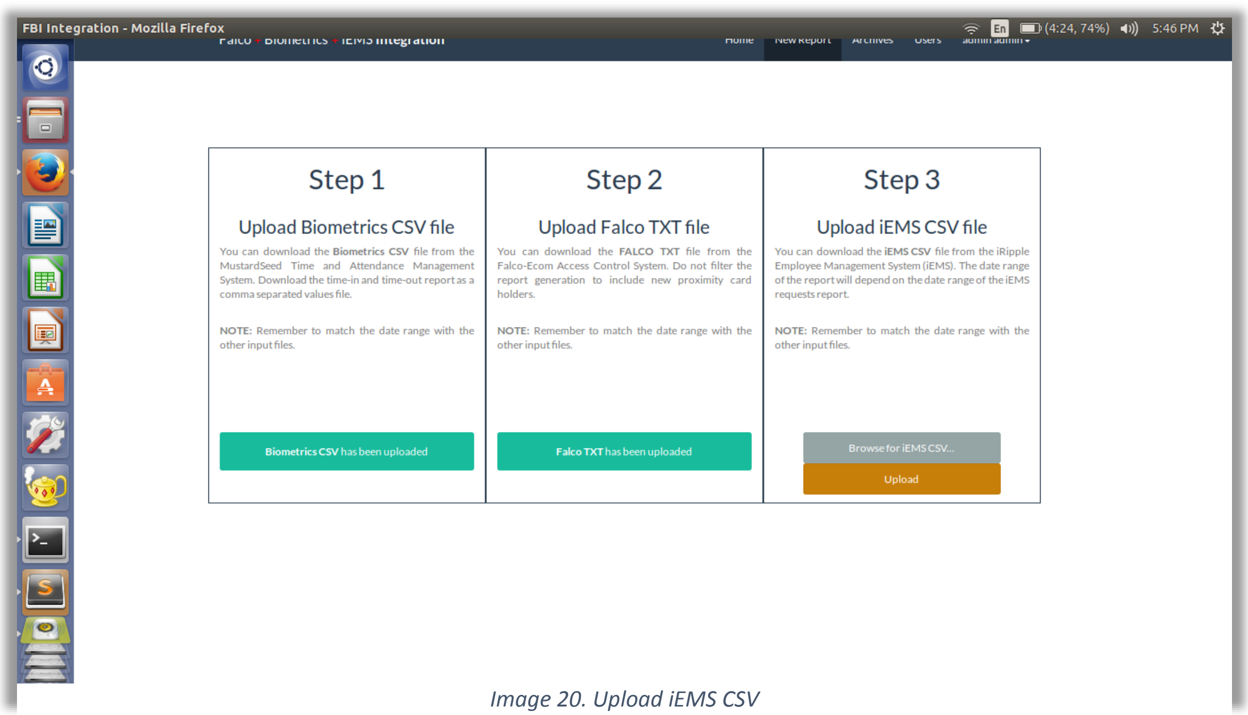


Image 20. Upload iEMS CSV

After clicking “Upload” button, a “iEMS CSV has been uploaded” message appears and Step 3 is completed. “Generate Reports” button then appears below (Image 21).

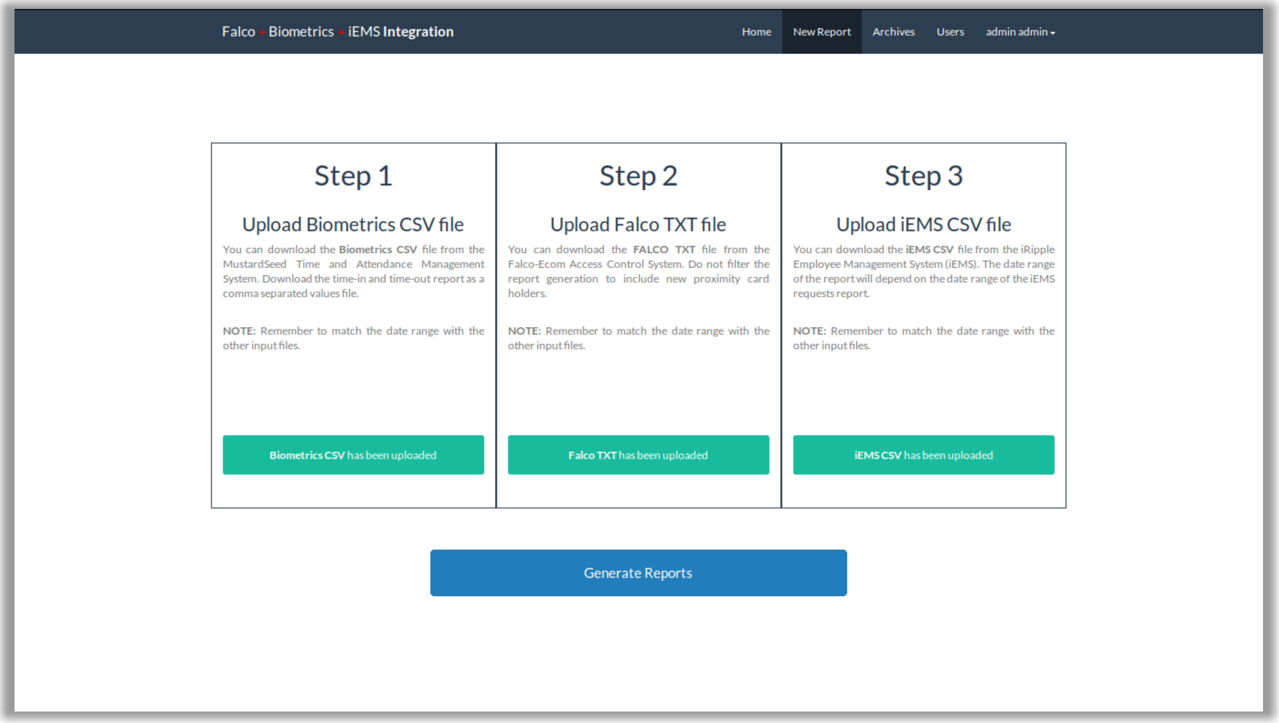


Image 21. Generate Reports

The admin or user clicks the “Generate Reports” button and he is redirected to the “Generating Reports” loading page if all input files are uploaded properly (Image 22).

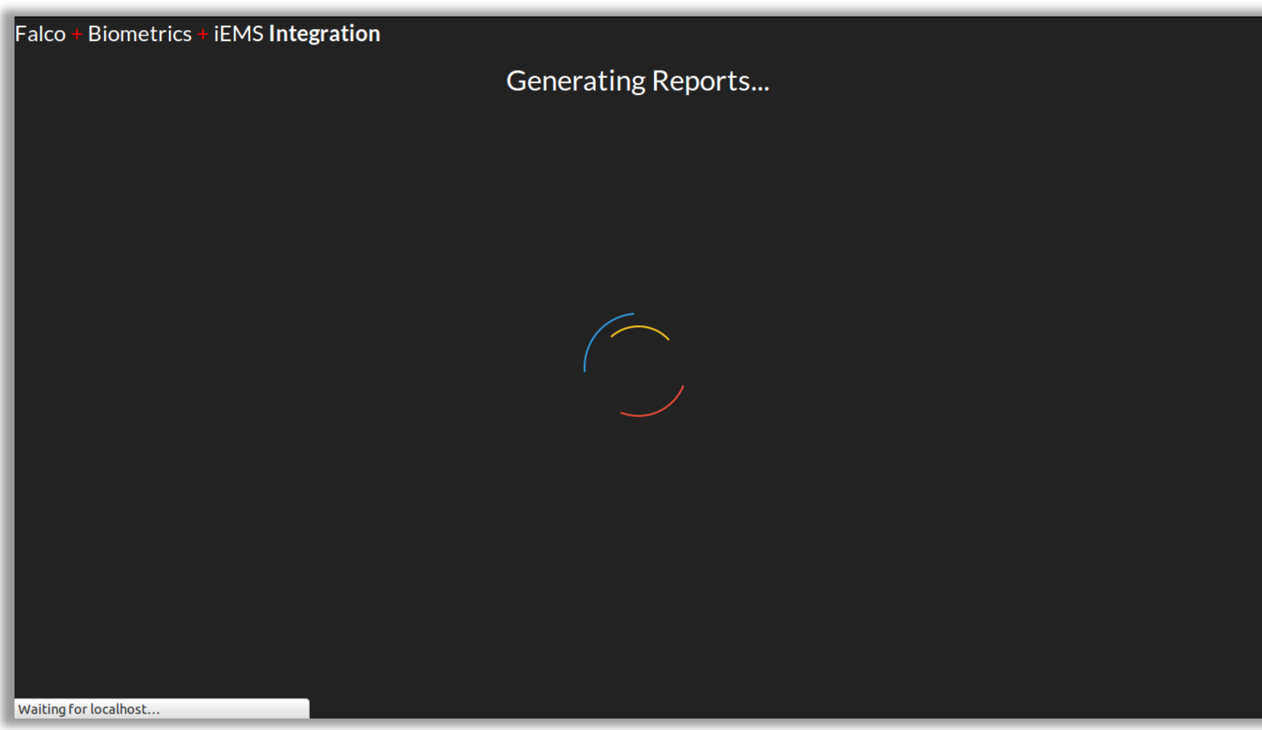


Image 22. Generating Reports loading page

If one of the files are wrongly uploaded (e.g. Falco TXT file uploaded instead of Biometrics CSV file in Step 1) or if the date range for the uploaded files are not the same, an error message is displayed by the system and prompts the user to upload the three files again (Image 23).

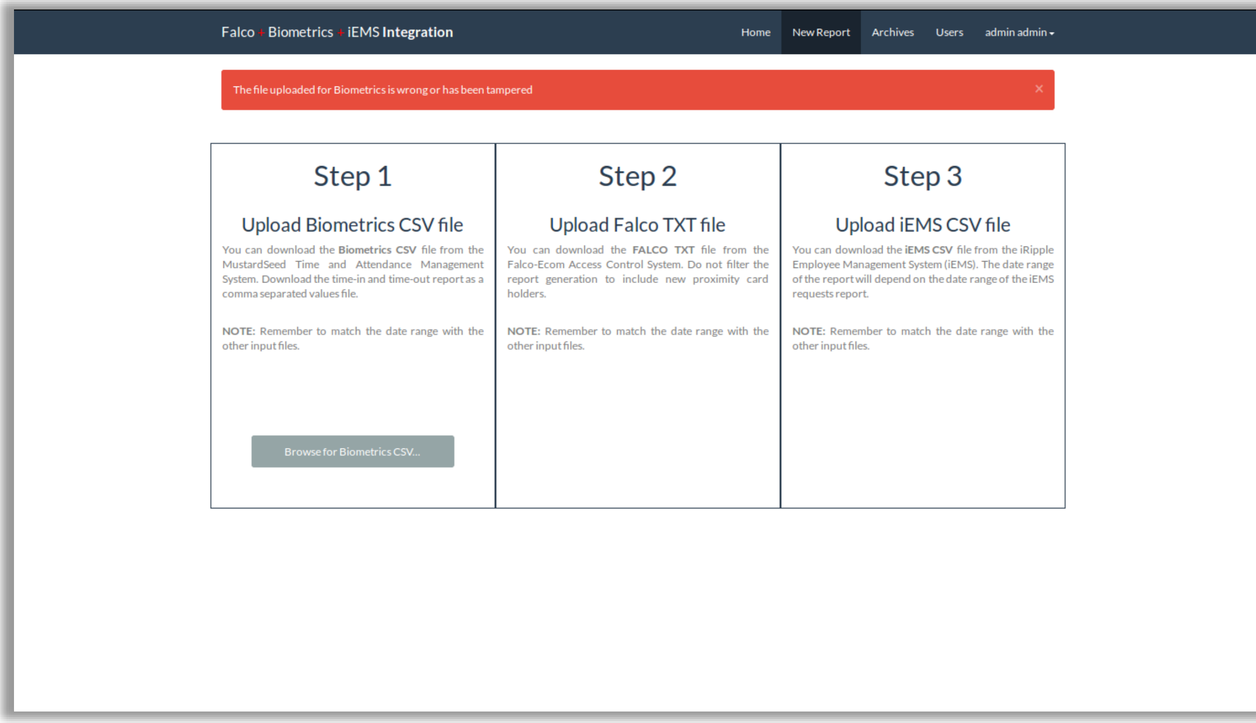


Image 23. Generate Reports Error message

C. Archives

After the completion of the reports generation, the admin or user is redirected to the **Archives** page and the system displays the DTR information of all employees for the current cut off period. The legends, employee attendance records, and the request information are also displayed by the system. The “Download Report” button then appears in the navigation bar for report downloads (Image 24).

The admin or user may also select all employees or a specific employee to check the attendance records and requests information.

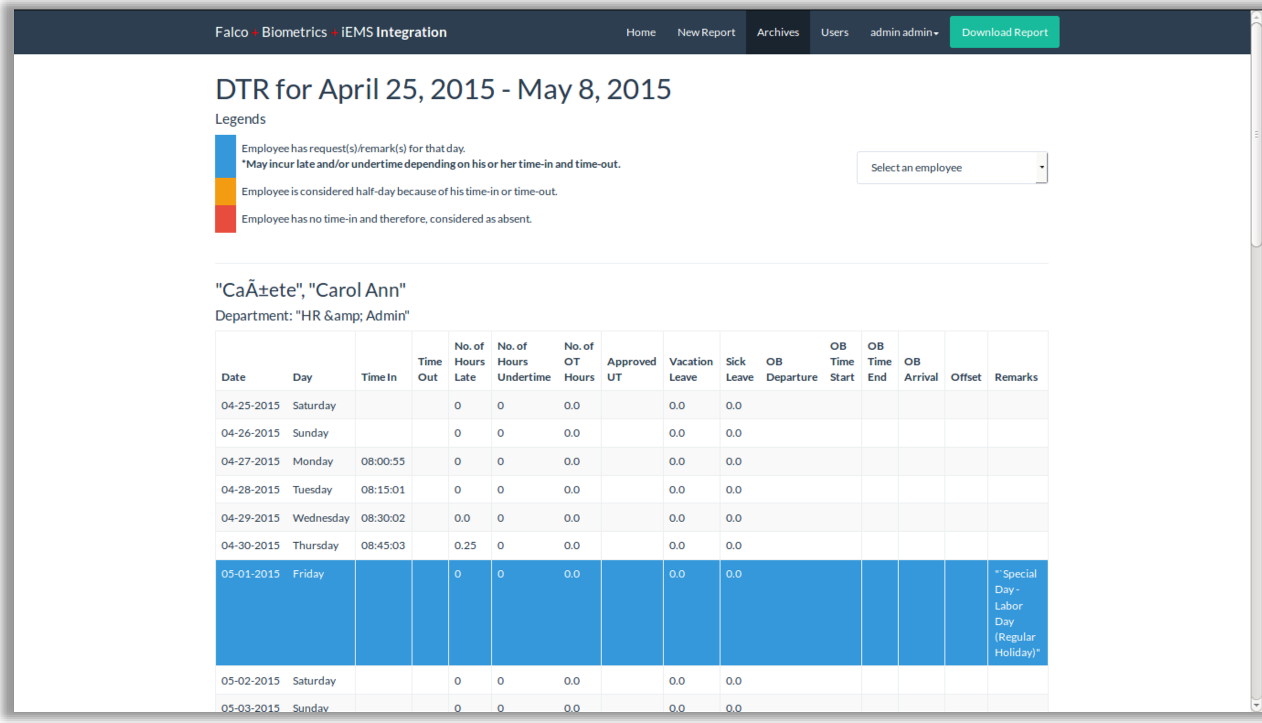


Image 24. DTR page for cut off period

The admin or user clicks the "Download Report" button and he is prompted to save the output file (Image 25). The output file is a zip file which contains the Employee folder with each employee's attendance record and the DTR Summary Sheet.

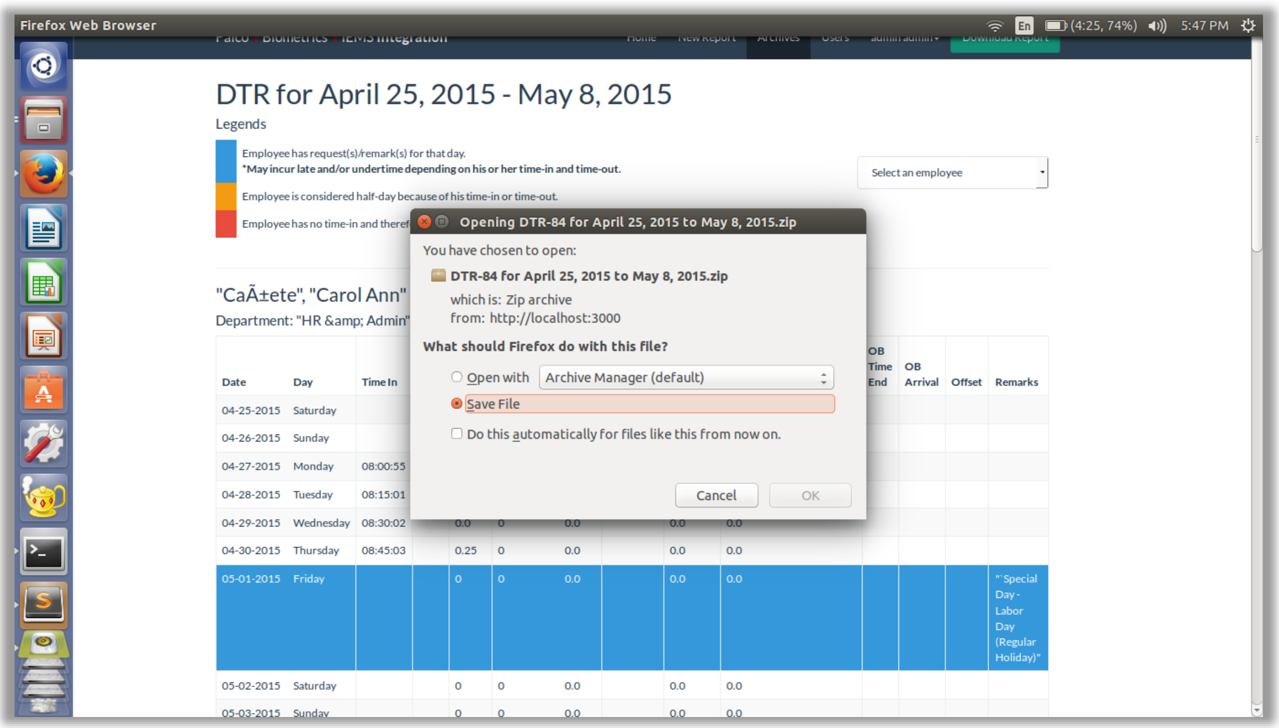


Image 25. Download Report

The admin or user clicks the **Archives** tab in the navigation bar to check the list of DTR Reports generated by the FBI Integrated System. The system displays the DTR Report name and DTR cut off period. He has the option to either view the report by clicking the “View Report” button or download the report by clicking the “Download Report” button (Image 26).

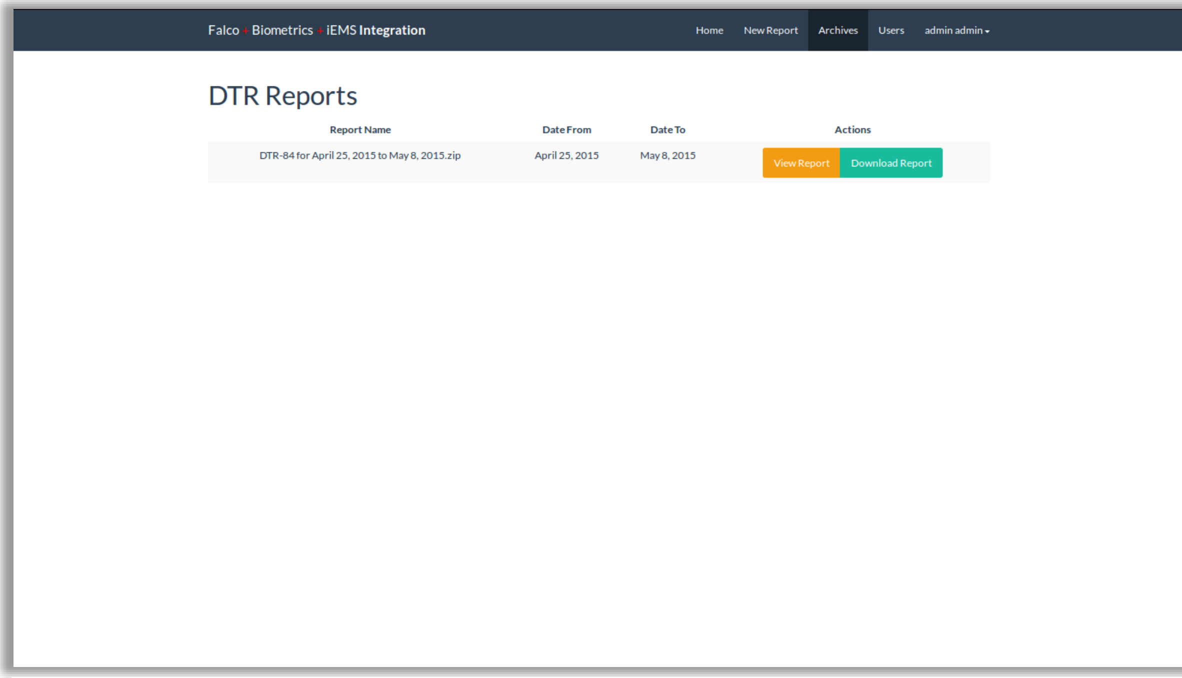


Image 26. DTR Reports

The admin or user clicks the “View Report” button and the he is redirected to the “Retrieving Reports” loading page (Image 27). After report retrieval, the admin or user is redirected to the DTR page for the cut off period specified (Image 24).

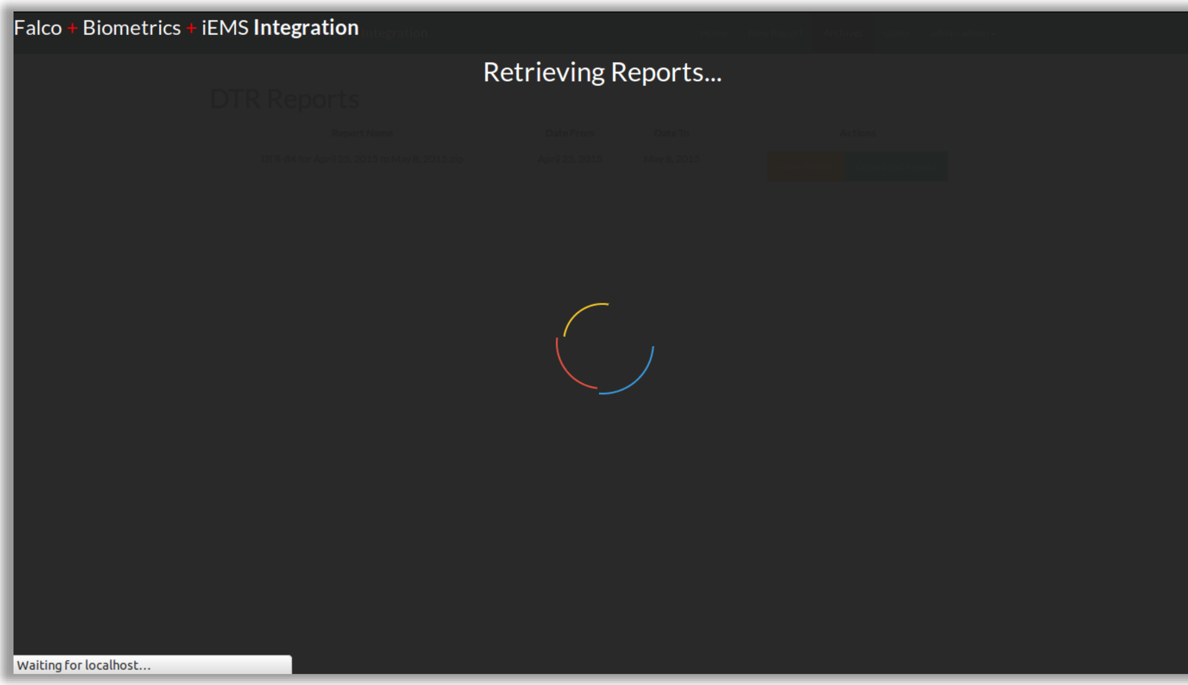


Image 27. Retrieving Reports loading page

D. Users

The only difference between the user and admin system access is the **Users** tab. Only the admin has this view because only he can create new admins or users who will generate reports using the system (Image 28).

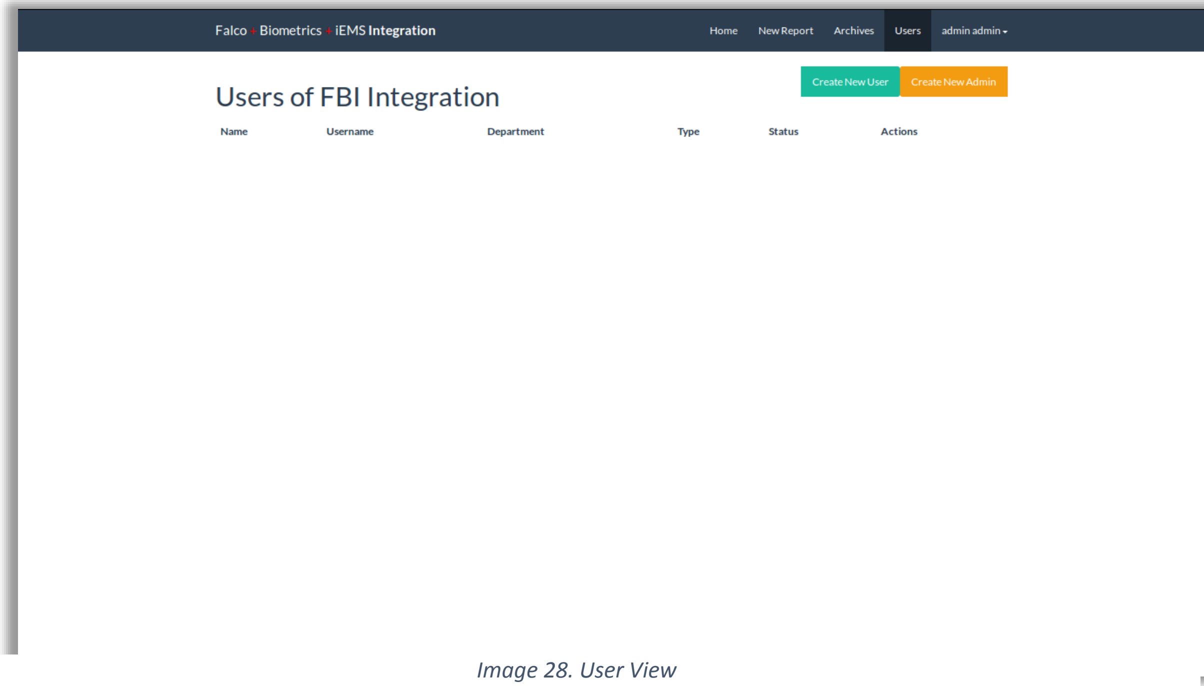


Image 28. User View

The admin clicks the **Users** tab in the navigation bar to create new users. He is then redirected to the **Users of FBI Integration** page where he can check created users (Image 29).

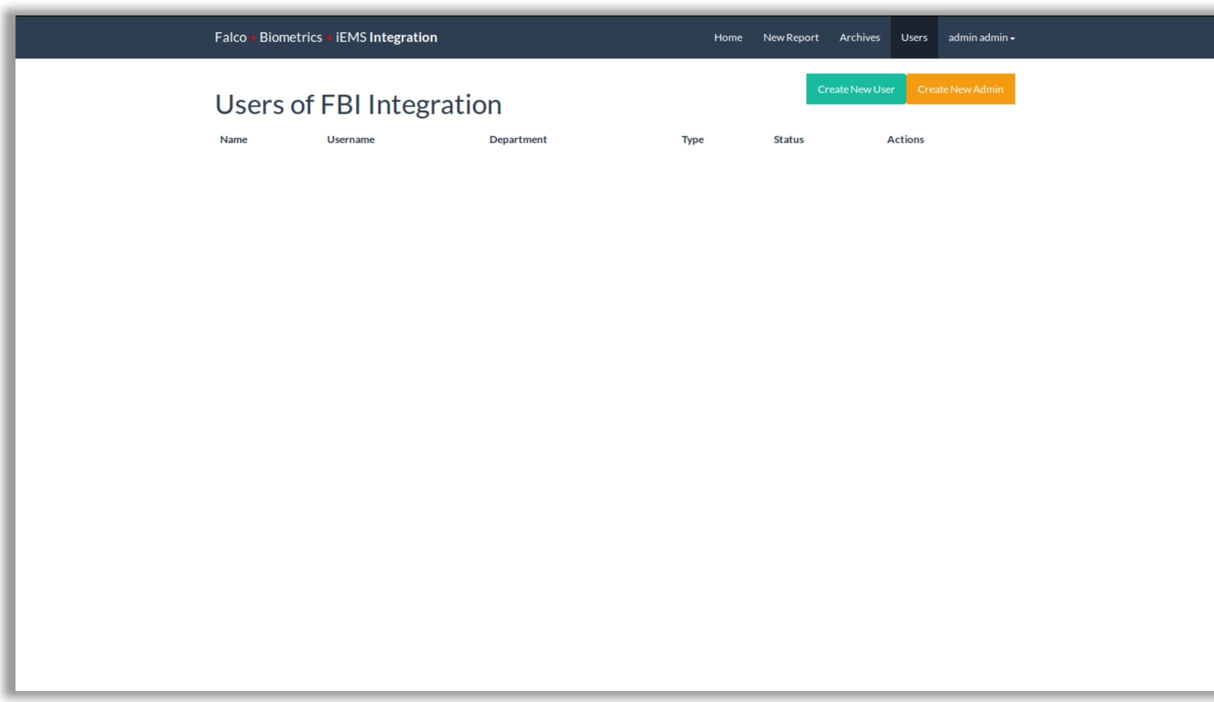


Image 29. Users of FBI Integration

The admin clicks the "Create New User" button to create a new admin or user who can access the system. He is then redirected to the **Create New User** page and should fill out all required fields in the form (Image 30 and 31).

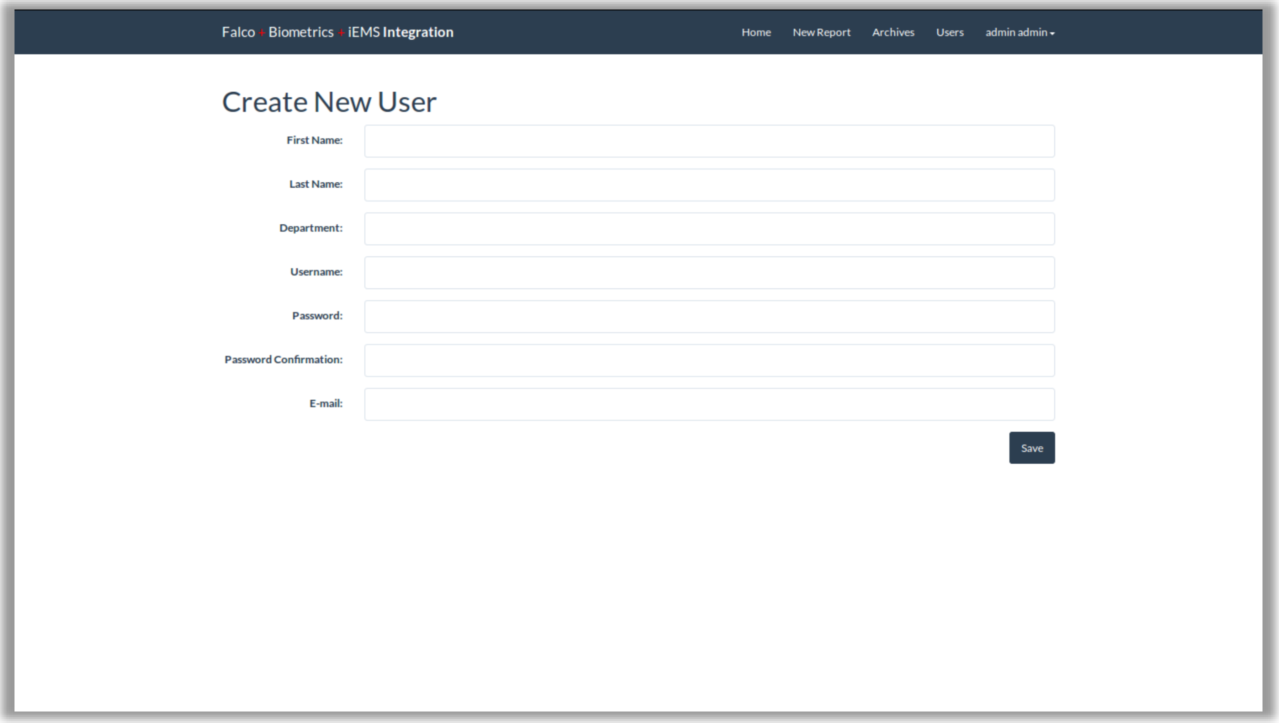


Image 30. Create New User Page

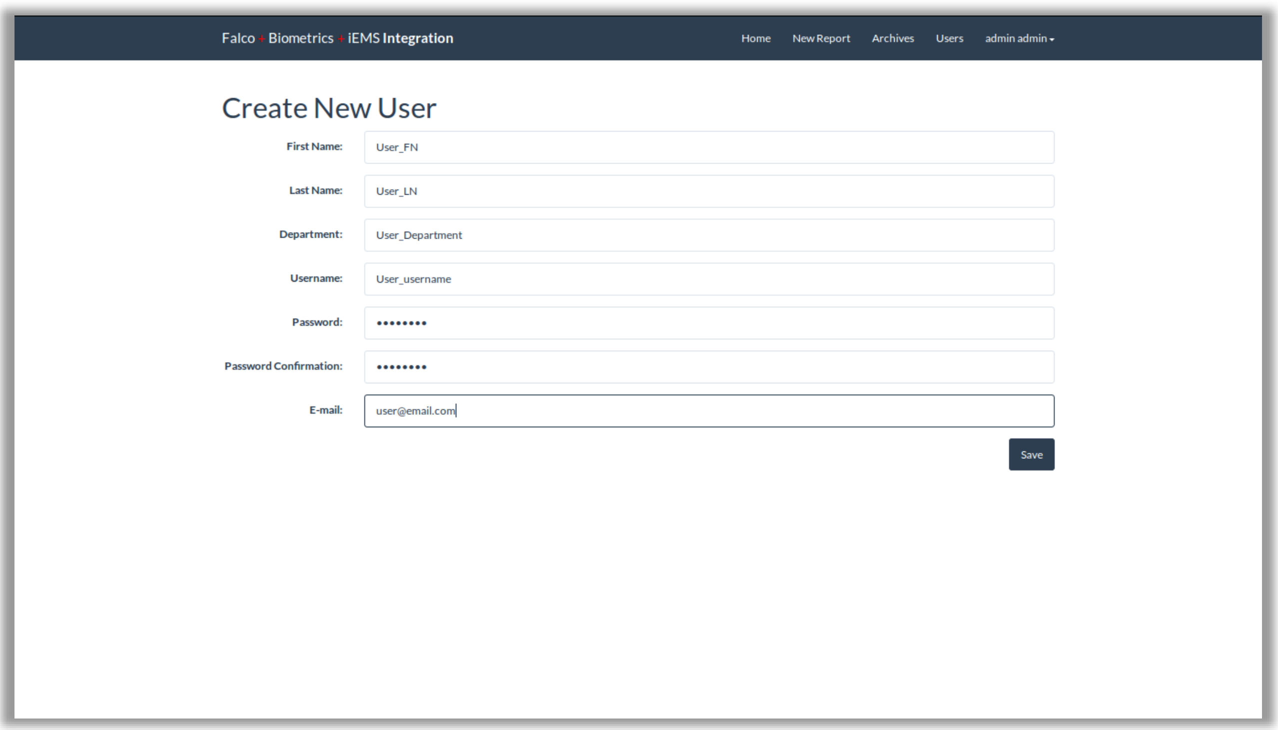


Image 31. Create New User Form

After filling out the form, the admin click “Save” button. If all required fields are filled out, he is redirected to the **Users of FBI Integration** page and the newly added user is added in the list (Image 32).

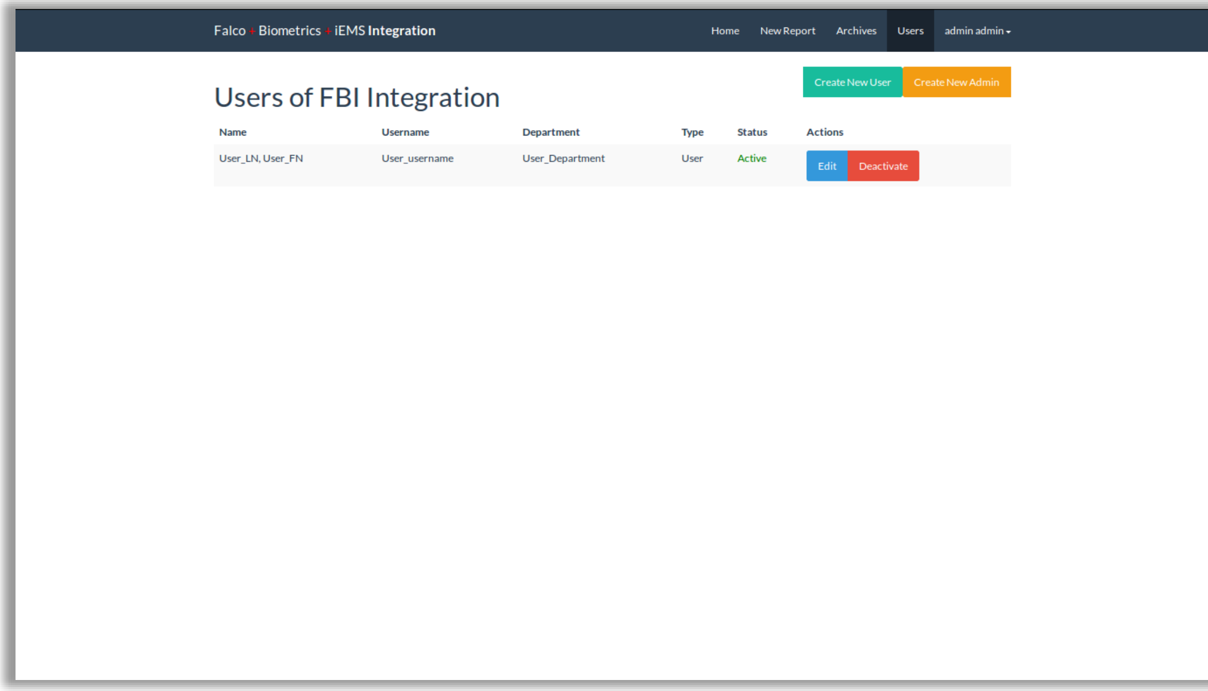


Image 32. Users of FBI Integration List

If the admin filled out a field in the wrong format or did not fill out a required field, an error message appears and asks him to input in the correct format or fill out a missing field (Image 33).

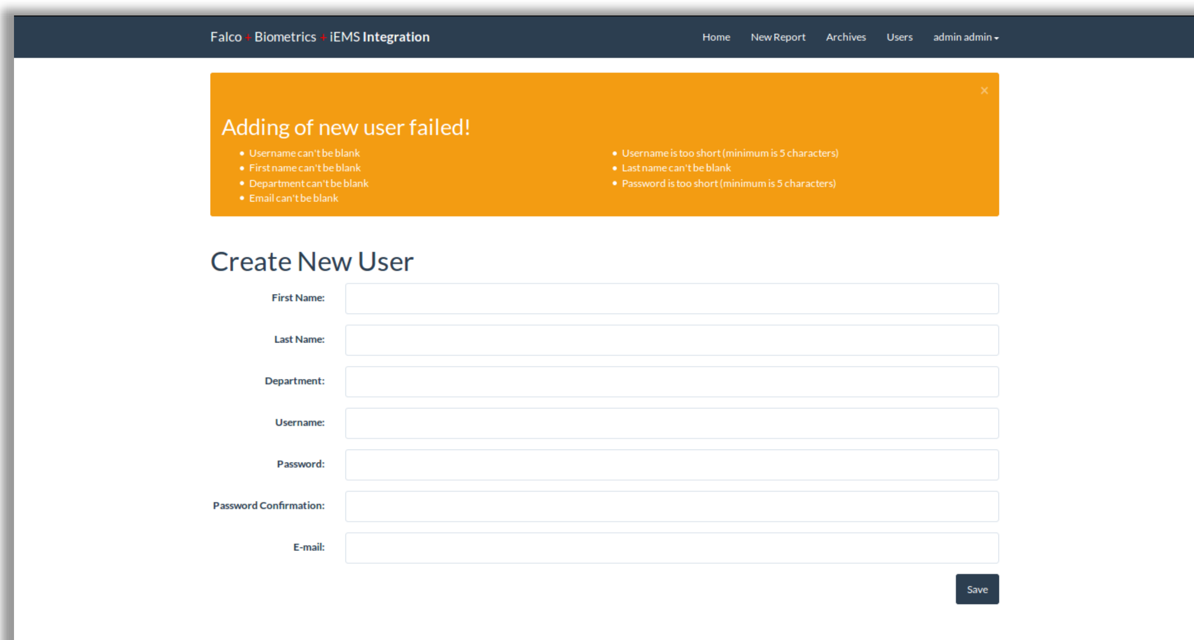


Image 33. Create New User Error message

The admin clicks the "Create New Admin" button to create a new admin or user who can access the system. He is then redirected to the **Create New Admin** page and should fill out all required fields in the form (Image 34 and 35).

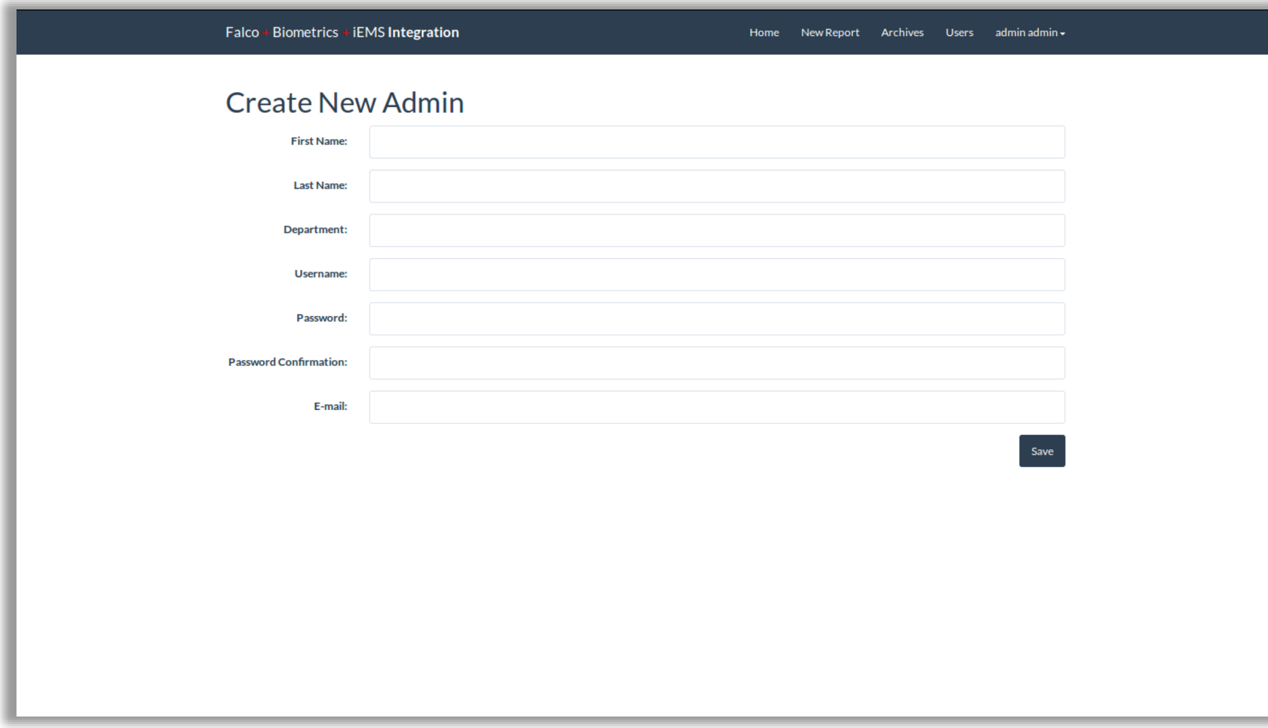


Image 34. Create New Admin page

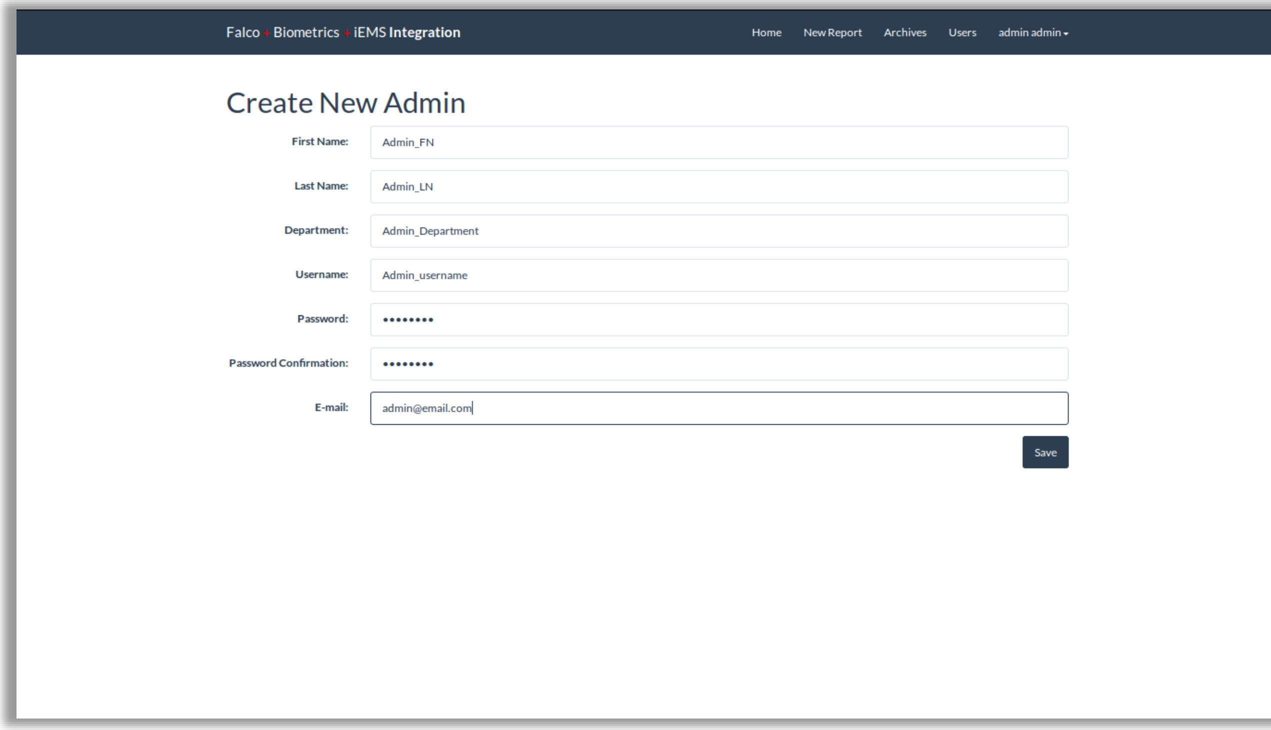


Image 35. Create New Admin form

After filling out the form, the admin click “Save” button. If all required fields are filled out, he is redirected to the **Users of FBI Integration** page and the newly added admin is added in the list (Image 36).

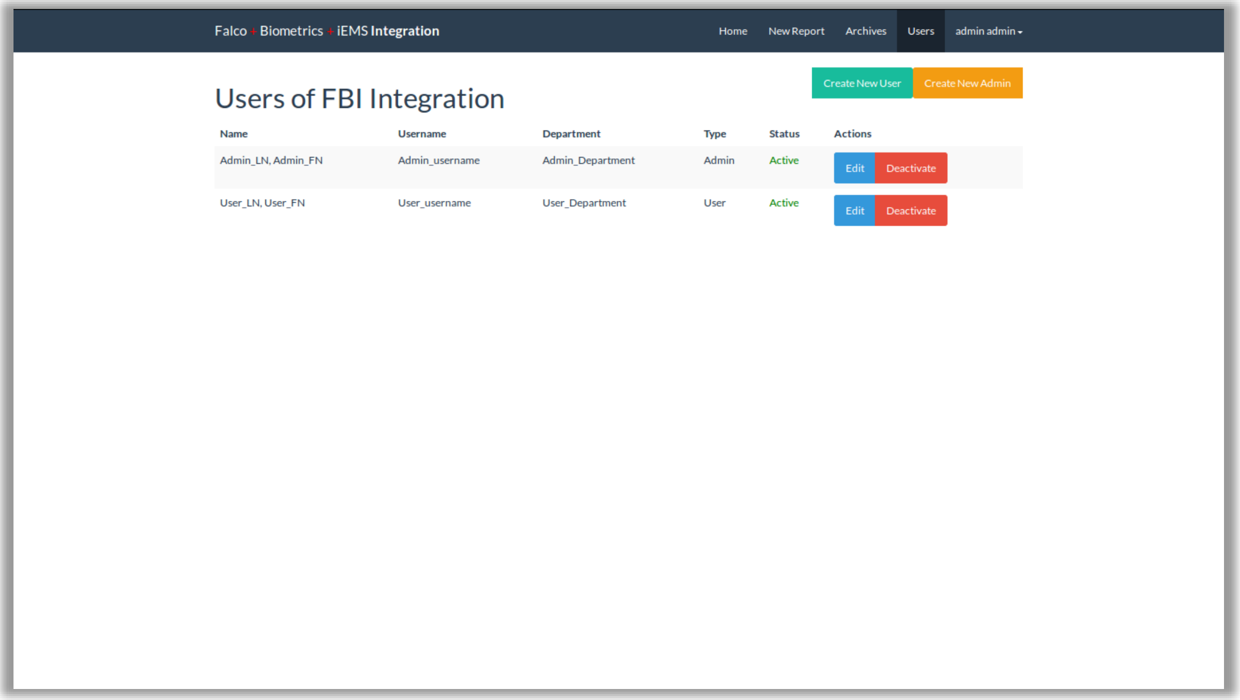


Image 36. Users of FBI Integration Updated List

If the admin filled out a field in the wrong format or did not fill out a required field, an error message appears and asks him to input in the correct format or fill out a missing field (Image 37).

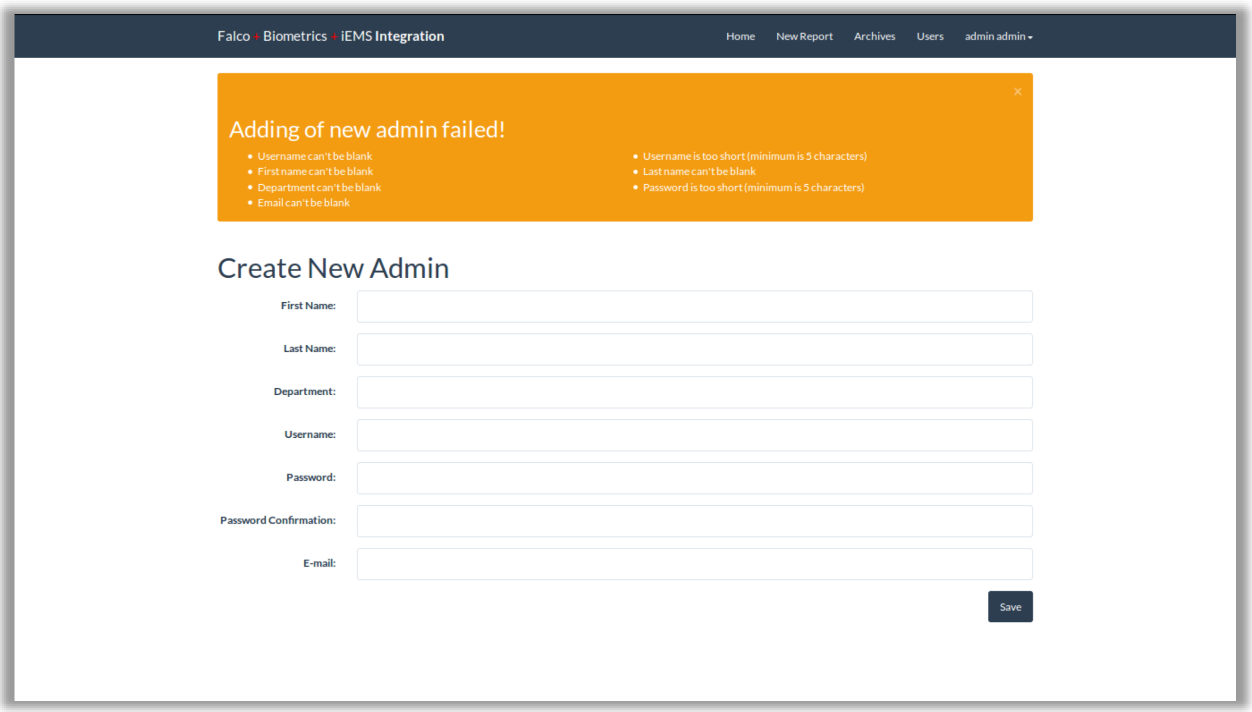


Image 37. Create New Admin Error message

The admin may also edit the information of the user or admin he created by clicking the “Edit” button in the **Users of FBI Integration** page (Image 36). He will then be redirected to the **Create New User/Admin** page and all fields are filled out with the registered information. The admin may edit the information in the form and click “Save” button to update the list (Image 31 or 35).

The admin can also activate or deactivate existing users or admins to grant or restrict system access. By clicking “Activate” button, the selected user/admin’s status is changed from “Inactive” to “Active”. Clicking “Deactivate” button will change the selected user/admin’s status from “Active” to “Inactive” (Image 38).

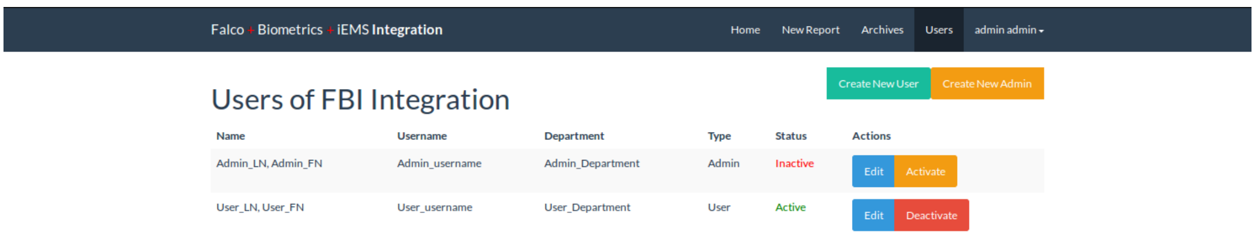


Image 38. Activate/Deactivate Users and Admins

Once a new user or admin is created, a notification will be sent to that user’s or admin’s email and asks him to change password and access the account (Image 39).

Image 39. Email Notification

E. User Profile

The admin or user may also check or update his personal account by clicking his name in the navigation bar and selecting “Your Profile” in the dropdown options (Image 40).

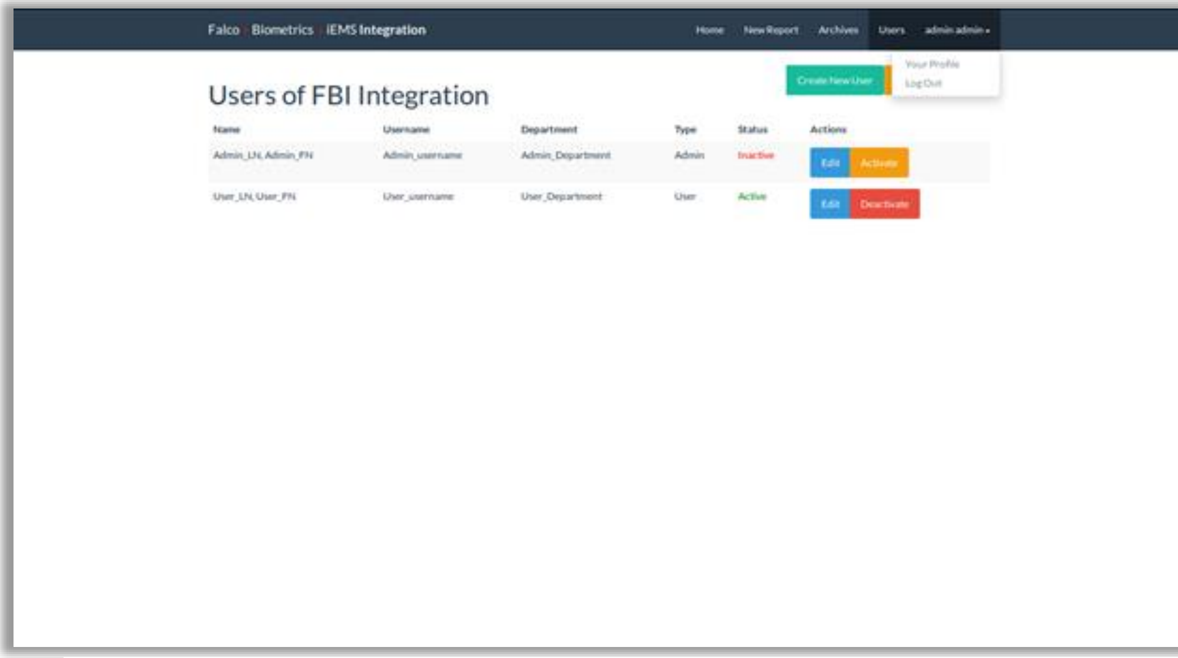


Image 40. User Profile

After clicking “Your Profile”, he is redirected to the **User Account** page where he can view or update his account information (Image 41).

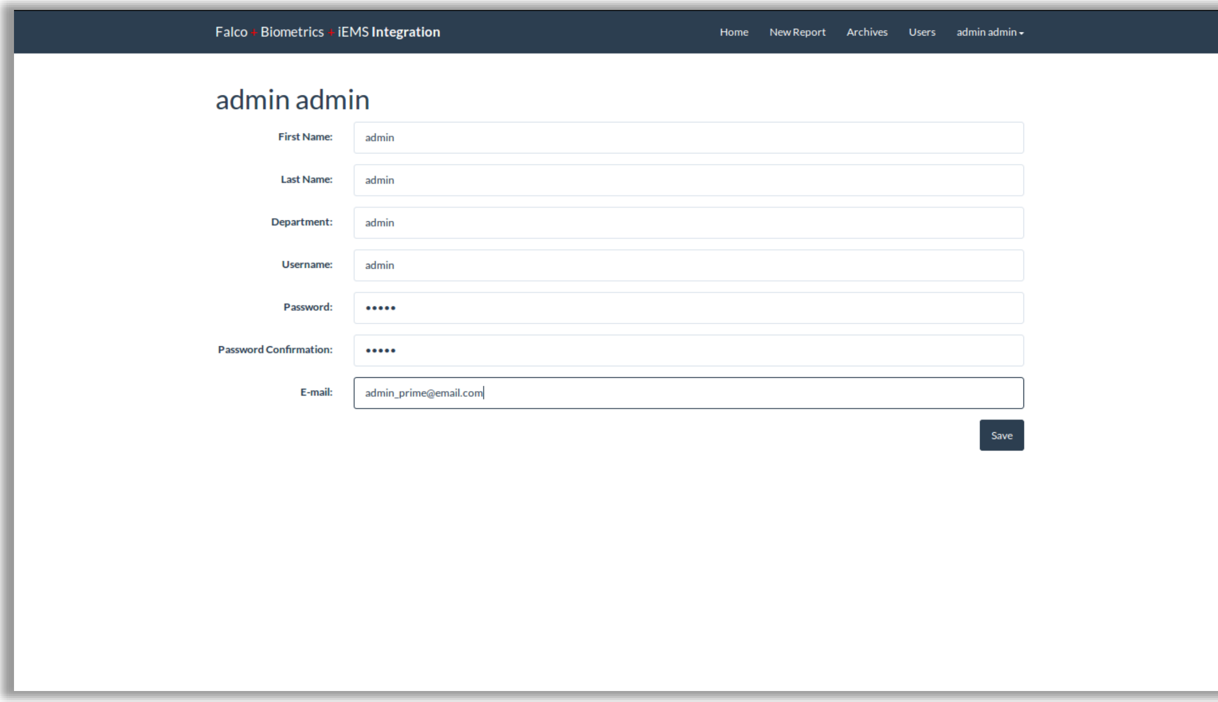


Image 41. User Account page

F. Log Out

The admin can log out in the system by clicking “Log Out” in the User Profile dropdown (Image 42). He will then be redirected to the **Log In** page (Image 43).

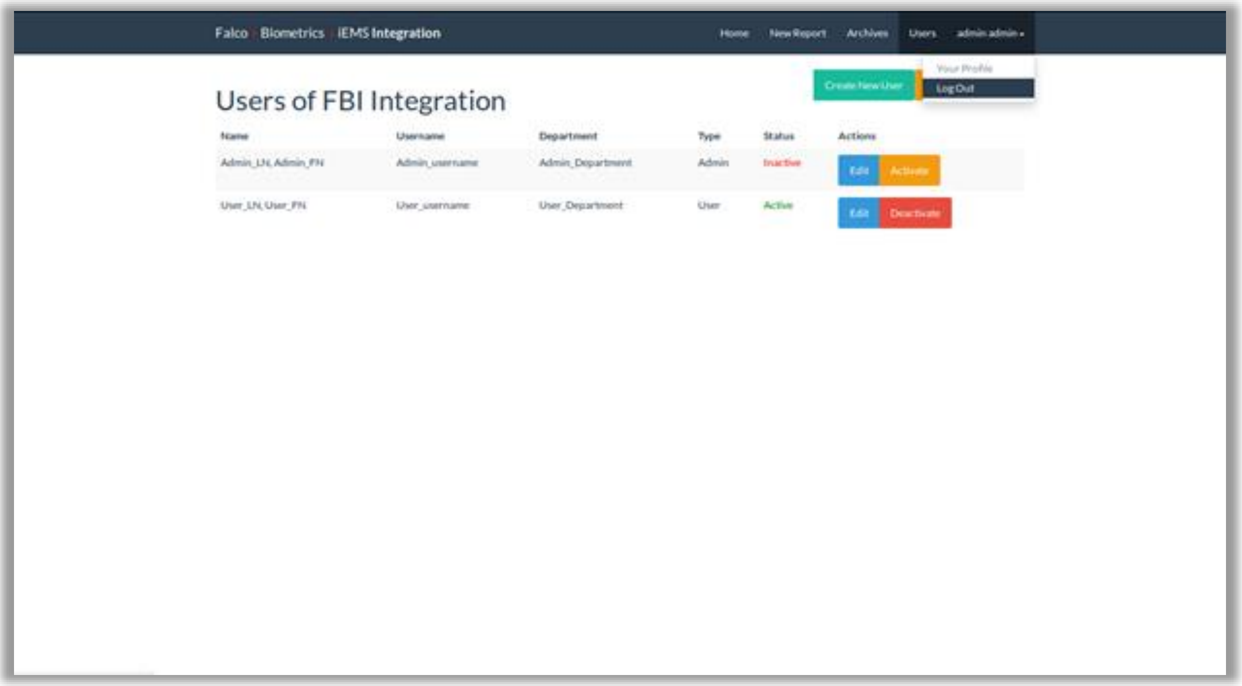


Image 42. Log Out

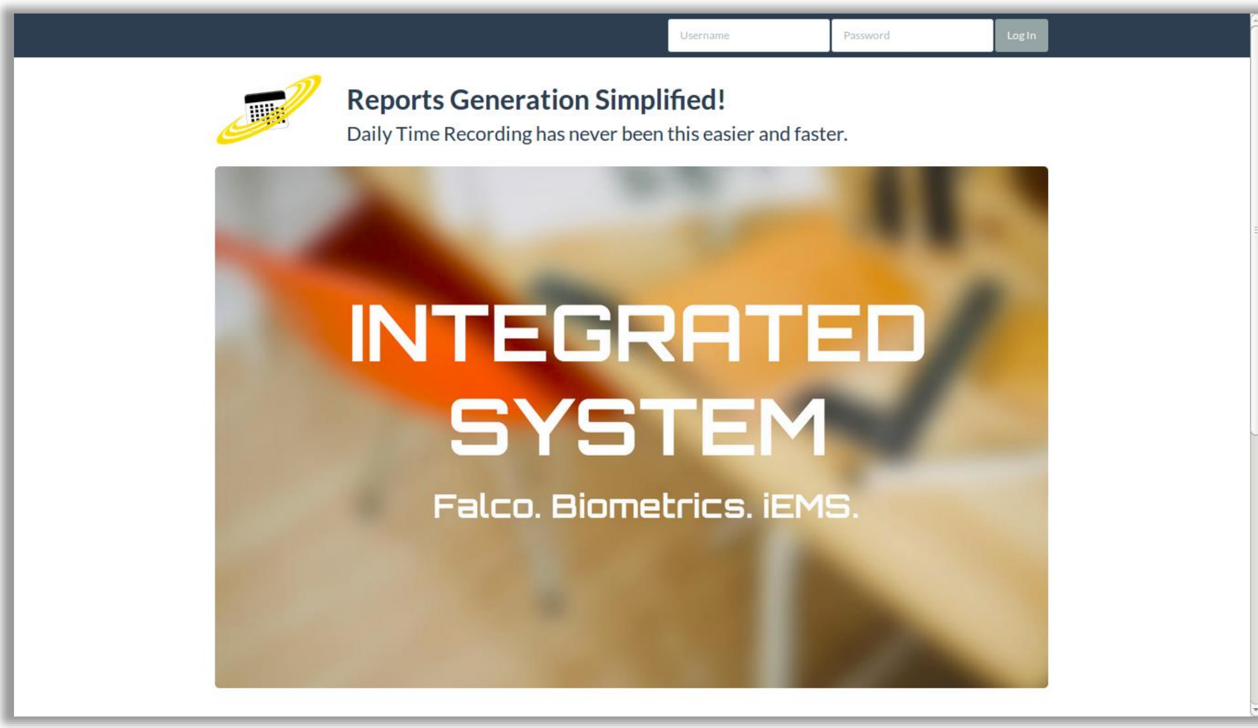


Image 43. Log In page